

<b>ORDER FOR SUPPLIES AND SERVICES</b>				REQUISITION/REFERENCE NUMBER 2PG-113-0010A		PAGE OF PAGES 1 8	
1. DATE OF ORDER		2. ORDER NUMBER GS-02P-14-PV-A-0006/GS-P-02-14-PV-5003		3. CONTRACT NUMBER GS-07F-9393S		4. PDN NUMBER PJ4BA0274	
FOR GOVERNMENT USE ONLY	5. ACCOUNTING AND APPROPRIATION DATA <span style="float: right;">See Schedule</span>						
	FUND	FUNCTION CODE	B/A CODE	CC-A	C/E CODE	FY	REGION
	CC-B	PROJ/PROS NO.	O/C CODE	ORG. CODE	W/ITEM	PRT./CRFT	
6. TO: CONTRACTOR (Name, address and zip code) FORUM PERSONNEL INC. (b) (4)				7. TYPE OF ORDER			
(b) (4)				A. <input type="checkbox"/> PURCHASE Please furnish the following on the terms and conditions specified on the order and the attached sheets, if any, including delivery as indicated.			
				B. <input type="checkbox"/> DELIVERY (For Supplies) This delivery order is issued subject to the terms and conditions of the above numbered contract.			
				C. <input checked="" type="checkbox"/> TASK ORDER (For Services) This task order is issued subject to the terms and conditions of the above numbered contract.			
				D. MODIFICATION NUMBER      AUTHORITY FOR ISSUING			
8A. Data Universal Numbering System (DUNS) Number 076854116		8B. Taxpayer Identification Number (TIN) (b) (4)		Except as provided herein, all terms and conditions of the original order, as heretofore mentioned, remain unchanged.			
9A. BUSINESS CLASSIFICATION				9B. START DATE:			
<input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. SMALL DISADVANTAGED <input type="checkbox"/> d. WOMAN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. EMERGING SMALL <input checked="" type="checkbox"/> g. VETERAN <input type="checkbox"/> h. SERVICE DISABLED VETERAN				9C. COMPLETION DATE: JAN 31, 2015			
10. ISSUING OFFICE (Address, Zip Code, and Telephone Number) 2PSAM MANHATTAN ACQUISITION UNIT GSA, PUBLIC BUILDING SERVICES (2PSAM) 26 FEDERAL PLAZA, RM 3132 NEW YORK NY 10278			11. REMITTANCE ADDRESS (MANDATORY) (b) (4) FORUM PERSONNEL, INC. 260 MADISON AVENUE SUITEV200 NEW YORK NY 100162401		12. SHIP TO (Consignee Address, Zip Code and Telephone Number) 2PQB OPERATIONS BRANCH B 26 FEDERAL PLAZA NEW YORK NY 10278		
13. PLACE OF INSPECTION AND ACCEPTANCE				14. REQUISITION OFFICE (Name, Symbol and Telephone Number) 2PQB			
15. F.O.B. POINT Destination		16. GOVERNMENT B/L NUMBER		17. DELIVERY F.O.B. POINT JAN 31, 2015		18. PAYMENT/DISCOUNT TERMS Net 30	
19. SCHEDULE							
ITEM NUMBER (A)	SUPPLIES OR SERVICES (B)			QUANTITY ORDERED (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Effective Date: JAN 23, 2014 See Continuation Page for Line Item Details.						
20. RECEIVING OFFICE (Name, Symbol and Telephone Number)						TOTAL FROM 300-A(s)	\$1,332,895.68
21. MAIL INVOICE TO: (Electronic Invoice Preferred) PBS PAYMENTS BRANCH P.O. BOX 17181 FORT WORTH TX 76102-0181				BCFA	22. GROSS SHIP WEIGHT		GRAND TOTAL
				23. SHIPPING POINT			
24A. FOR INQUIRIES REGARDING PAYMENT CONTACT: Sung H. Yoo						24B. TELEPHONE NUMBER 212-264-4256	
25A. NAME AND TITLE OF OFFEROR/CONTRACTOR (b) (6)				26A. UNITED STATES OF AMERICA (NAME OF CONTRACTING/ORDERING OFFICER) Lawrence Eng			
25B. SIGNATURE (b) (6)				25C. DATE SIGNED 01/23/14		26C. DATE SIGNED 1/23/14	
25D. SIGNATURE (b) (6)				25E. DATE SIGNED 01/23/14		25F. DATE SIGNED 1/23/14	

**SCHEDULE Continued**

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE \$	AMOUNT \$
0001	Administrative Support Services Region 2	(b) (4)			
0001A	Word Processor II - 201 Varick Street STRAIGHT TIME Regionwide Administrative Support Services contract - 201 Varick Street, New York, NY	(b) (4)			
	Accounting and Appropriation Data: PJ4BA0274.2014.192X.02.PG61.P0221100.J28.PGA91. .NY0128ZZ. . (b) (4) Period of Performance: 02/01/2014 to 01/31/2015				
0001B	Word Processor II - 201 Varick Street OVERTIME RATE Regionwide Administrative Support Services contract - 201 Varick Street, New York, NY	(b) (4)			
	Accounting and Appropriation Data: PJ4BA0274.2014.192X.02.PG61.P0221100.J28.PGA91. .NY0128ZZ. . (b) (4) Period of Performance: 02/01/2014 to 01/31/2015				
0002A	Secretary II - 26 Federal Plaza, Smartcard Office STRAIGHT TIME Regionwide Administrative Support Services contract - 26 Federal Plaza, Smartcard Office, New York, NY	(b) (4)			
	Accounting and Appropriation Data: PJ4BA0274.2014.192X.02.PG61.P0225100.J28.PGA91. .NY0282ZZ. . (b) (4) Period of Performance: 02/01/2014 to 01/31/2015				
0002B	Secretary II - 26 Federal Plaza, Smartcard Office OVERTIME Regionwide Administrative Support Services contract - 26 Federal Plaza, Smartcard Office, New York, NY	(b) (4)			
	Accounting and Appropriation Data: PJ4BA0274.2014.192X.02.PG61.P0225100.J28.PGA91. .NY0282ZZ. . (b) (4) Period of Performance: 02/01/2014 to 01/31/2015				
0003A	Computer Operator I - 26 Federal Plaza STRAIGHT TIME Regionwide Administrative Support Services contract - 26 Federal Plaza, New York, NY	(b) (4)			
	Accounting and Appropriation Data: PJ4BA0274.2014.192X.02.PG61.P0225100.J28.PGA91. .NY0282ZZ. . (b) (4) Period of Performance: 02/01/2014 to 01/31/2015				
0003B	Computer Operator I - 26 Federal Plaza OVERTIME Regionwide Administrative Support Services contract - 26 Federal Plaza, New York, NY	(b) (4)			

**SCHEDULE Continued**

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE \$	AMOUNT \$
0004A	Accounting and Appropriation Data: PJ4BA0274.2014.192X.02.PG61.P0225100.J28.PGA91. .NY0282ZZ. . (b) (4)				
	Period of Performance: 02/01/2014 to 01/31/2015 Secretary II - 26 Federal Plaza STRAIGHT TIME Regionwide Administrative Support Services contract - 26 Federal Plaza, Regional Commissioner's office, New York, NY	(b) (4)			
0004B	Accounting and Appropriation Data: PJ4BA0274.2014.192X.02.PG61.P0225100.J28.PGA91. .NY0282ZZ. . (b) (4)				
	Period of Performance: 02/01/2014 to 01/31/2015 Secretary II - 26 Federal Plaza OVERTIME Regionwide Administrative Support Services contract - 26 Federal Plaza, Regional Commissioner's office, New York, NY	(b) (4)			
0005A	Accounting and Appropriation Data: PJ4BA0274.2014.192X.02.PG61.P0225100.J28.PGA91. .NY0282ZZ. . (b) (4)				
	Period of Performance: 02/01/2014 to 01/31/2015 General Clerk II - 26 Federal Plaza STRAIGHT TIME Regionwide Administrative Support Services contract - 26 Federal Plaza, New York, NY	(b) (4)			
0005B	Accounting and Appropriation Data: PJ4BA0274.2014.192X.02.PG61.P0225100.J28.PGA91. .NY0282ZZ. . (b) (4)				
	Period of Performance: 02/01/2014 to 01/31/2015 General Clerk II - 26 Federal Plaza OVERTIME Regionwide Administrative Support Services contract - 26 Federal Plaza, New York, NY	(b) (4)			
0006A	Accounting and Appropriation Data: PJ4BA0274.2014.192X.02.PG61.P0225100.J28.PGA91. .NY0282ZZ. . (b) (4)				
	Period of Performance: 02/01/2014 to 01/31/2015 Administrative Assistant - 26 Federal Plaza STRAIGHT TIME Regionwide Administrative Support Services contract - 26 Federal Plaza, New York, NY	(b) (4)			
	Accounting and Appropriation Data: PJ4BA0274.2014.192X.02.PG61.P0225100.J28.PGA91. .NY0282ZZ. . (b) (4)				

**SCHEDULE Continued**

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE \$	AMOUNT \$
0006B	Period of Performance: 02/01/2014 to 01/31/2015 Administrative Assistant - 26 Federal Plaza OVERTIME Regionwide Administrative Support Services contract - 26 Federal Plaza, New York, NY  Accounting and Appropriation Data: PJ4BA0274.2014.192X.02.PG61.P0225100.J28.PGA91. .NY0282ZZ. . (b) (4)	(b) (4)			
0007A	Period of Performance: 02/01/2014 to 01/31/2015 Word Processor II - 26 Federal Plaza STRAIGHT TIME Regionwide Administrative Support Services contract - 26 Federal Plaza, New York, NY  Accounting and Appropriation Data: PJ4BA0274.2014.192X.02.PG61.P0225100.J28.PGA91. .NY0282ZZ. . (b) (4)	(b) (4)			
0007B	Period of Performance: 02/01/2014 to 01/31/2015 Word Processor II - 26 Federal Plaza OVERTIME Regionwide Administrative Support Services contract - 26 Federal Plaza, New York, NY  Accounting and Appropriation Data: PJ4BA0274.2014.192X.02.PG61.P0225100.J28.PGA91. .NY0282ZZ. . (b) (4)	(b) (4)			
0008A	Period of Performance: 02/01/2014 to 01/31/2015 Word Processor II - 290 Broadway STRAIGHT TIME Regionwide Administrative Support Services contract - 290 Broadway, New York, NY  Accounting and Appropriation Data: PJ4BA0274.2014.192X.02.PG61.P0225200.J28.PGA91. .NY013122. . (b) (4)	(b) (4)			
0008B	Period of Performance: 02/01/2014 to 01/31/2015 Word Processor II - 290 Broadway OVERTIME Regionwide Administrative Support Services contract - 290 Broadway, New York, NY  Accounting and Appropriation Data: PJ4BA0274.2014.192X.02.PG61.P0225200.J28.PGA91. .NY0131ZZ. . (b) (4)	(b) (4)			
0009A	Period of Performance: 02/01/2014 to 01/31/2015 Word Processor I - 290 Broadway STRAIGHT TIME Regionwide Administrative Support Services contract - 290 Broadway, New York, NY  Accounting and Appropriation Data:	(b) (4)			

**SCHEDULE Continued**

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE \$	AMOUNT \$
0009B	PJ4BA0274.2014.192X.02.PG61.P0225200.J28.PGA91. .NY0350ZZ. . (b) (4) Period of Performance: 02/01/2014 to 01/31/2015 Word Processor I - 290 Broadway OVERTIME Regionwide Administrative Support Services contract - 290 Broadway, New York, NY  Accounting and Appropriation Data: PJ4BA0274.2014.192X.02.PG61.P0225200.J28.PGA91. .NY0350ZZ. . (b) (4) Period of Performance: 02/01/2014 to 01/31/2015				(b) (4)
0010A	Secretary Level II - Albany STRAIGHT TIME Regionwide Administrative Support Services contract - Albany, NY  Accounting and Appropriation Data: PJ4BA0274.2014.192X.02.PG61.P0225500.J28.PGA91. .NY0300ZZ. . (b) (4) Period of Performance: 02/01/2014 to 01/31/2015				(b) (4)
0010B	Secretary Level II - Albany OVERTIME Regionwide Administrative Support Services contract - Albany, NY  Accounting and Appropriation Data: PJ4BA0274.2014.192X.02.PG61.P0225500.J28.PGA91. .NY0300ZZ. . (b) (4) Period of Performance: 02/01/2014 to 01/31/2015				(b) (4)
0011A	Secretary II - Brooklyn STRAIGHT TIME Regionwide Administrative Support Services contract - Brooklyn, NY  Accounting and Appropriation Data: PJ4BA0274.2014.192X.02.PG61.P0225300.J28.PGA91. .NY027022. . (b) (4) Period of Performance: 02/01/2014 to 01/31/2015				(b) (4)
0011B	Secretary II - Brooklyn OVERTIME Regionwide Administrative Support Services contract - Brooklyn, NY  Accounting and Appropriation Data: PJ4BA0274.2014.192X.02.PG61.P0225300.J28.PGA91. .NY027022. . (b) (4) Period of Performance: 02/01/2014 to 01/31/2015				(b) (4)
0012A	Secretary I / Acquisition Specialist - Brooklyn STRAIGHT TIME  Period of Performance: 02/01/2014 to 01/31/2015				(b) (4)

**SCHEDULE Continued**

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE \$	AMOUNT \$
0012B	Regionwide Administrative Support Services contract - Brooklyn, NY				
	Accounting and Appropriation Data: PJ4BA0274.2014.192X.02.PG61.P0225300.J28.PGA91. .NY027022. . (b) (4)				
	Period of Performance: 02/01/2014 to 01/31/2015				
	Acquisition Specialist - Brooklyn OVERTIME				
0013A	Regionwide Administrative Support Services contract - Brooklyn, NY	(b) (4)			
	Accounting and Appropriation Data: PJ4BA0274.2014.192X.02.PG61.P0225300.J28.PGA91. .NY027022. . (b) (4)				
	Period of Performance: 02/01/2014 to 01/31/2015				
	Word Processor II - Brooklyn STRAIGHT TIME				
0013B	Regionwide Administrative Support Services contract - Brooklyn, NY	(b) (4)			
	Accounting and Appropriation Data: PJ4BA0274.2014.192X.02.PG61.P0225300.J28.PGA91. .NY027022. . (b) (4)				
	Period of Performance: 02/01/2014 to 01/31/2015				
	Word Processor II - Brooklyn OVERTIME				
0014A	Regionwide Administrative Support Services contract - Buffalo, NY	(b) (4)			
	Accounting and Appropriation Data: PJ4BA0274.2014.192X.02.PG61.P0225500.J28.PGA91. .NY0371ZZ. . (b) (4)				
	Period of Performance: 02/01/2014 to 01/31/2015				
	Secretary Level II - Buffalo STRAIGHT TIME				
0014B	Regionwide Administrative Support Services contract - Buffalo, NY	(b) (4)			
	Accounting and Appropriation Data: PJ4BA0274.2014.192X.02.PG61.P0225500.J28.PGA91. .NY0371ZZ. . (b) (4)				
	Period of Performance: 02/01/2014 to 01/31/2015				
	Secretary Level II - Buffalo OVERTIME				



**SCHEDULE Continued**

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE \$	AMOUNT \$
0015A	Period of Performance: 02/01/2014 to 01/31/2015 Secretary Level I - Champlain STRAIGHT TIME Regionwide Administrative Support Services contract - Champlain, NY  Accounting and Appropriation Data: PJ4BA0274.2014.192X.02.PG61.P0225500.J28.PGA91. .NY0395CB. . (b) (4)	(b) (4)			
0015B	Period of Performance: 02/01/2014 to 01/31/2015 Secretary Level I - Champlain OVERTIME Regionwide Administrative Support Services contract - Champlain, NY  Accounting and Appropriation Data: PJ4BA0274.2014.192X.02.PG61.P0225500.J28.PGA91. .NY0395CB. . (b) (4)	(b) (4)			
0016A	Period of Performance: 02/01/2014 to 01/31/2015 Receptionist - Long Island STRAIGHT TIME Regionwide Administrative Support Services contract - Long Island, NY  Accounting and Appropriation Data: PJ4BA0274.2014.192X.02.PG61.P0225300.J28.PGA91. .NY0355ZZ. . (b) (4)	(b) (4)			
0016B	Period of Performance: 02/01/2014 to 01/31/2015 Receptionist - Long Island OVERTIME Regionwide Administrative Support Services contract - Long Island, NY  Accounting and Appropriation Data: PJ4BA0274.2014.192X.02.PG61.P0225300.J28.PGA91. .NY0355ZZ. . (b) (4)	(b) (4)			
0017A	Period of Performance: 02/01/2014 to 01/31/2015 Secretary Level II - New Jersey STRAIGHT TIME Regionwide Administrative Support Services contract - New Jersey  Accounting and Appropriation Data: PJ4BA0274.2014.192X.02.PG61.P0225400.J28.PGA91. .NJ010822. . (b) (4)	(b) (4)			
0017B	Period of Performance: 02/01/2014 to 01/31/2015 Secretary Level II - New Jersey OVERTIME Regionwide Administrative Support Services contract - New Jersey  Accounting and Appropriation Data:	(b) (4)			

**SCHEDULE Continued**

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE \$	AMOUNT \$
0018A	PJ4BA0274.2014.192X.02.PG61.P0225400.J28.PGA91. .NJ010822. . (b) (4) Period of Performance: 02/01/2014 to 01/31/2015 Secretary Level II - Syracuse STRAIGHT TIME				
	Regionwide Administrative Support Services contract - Syracuse, NY  Accounting and Appropriation Data: PJ4BA0274.2014.192X.02.PG61.P0225500.J28.PGA91. .NY0281ZZ. . (b) (4) Period of Performance: 02/01/2014 to 01/31/2015	(b) (4)			
0018B	Secretary Level II - Syracuse OVERTIME				
	Regionwide Administrative Support Services contract - Syracuse, NY  Accounting and Appropriation Data: PJ4BA0274.2014.192X.02.PG61.P0225500.J28.PGA91. .NY0281ZZ. . (b) (4) Period of Performance: 02/01/2014 to 01/31/2015	(b) (4)			
0019A	Secretary II - Syracuse STRAIGHT TIME				
	Regionwide Administrative Support Services contract - Syracuse, NY  Accounting and Appropriation Data: PJ4BA0274.2014.192X.02.PG61.P0225500.J28.PGA91. ... (b) (4) Period of Performance: 02/01/2014 to 01/31/2015	(b) (4)			
0019B	Secretary II - Syracuse OVERTIME				
	Regionwide Administrative Support Services contract - Syracuse, NY  Accounting and Appropriation Data: PJ4BA0274.2014.192X.02.PG61.P0225500.J28.PGA91. ... (b) (4) Period of Performance: 02/01/2014 to 01/31/2015	(b) (4)			



## Statement of Work (SOW)

### **Agency—General Services Administration – Service Centers Division**

**Service:** Admin. Support

1. **Background and Objectives:** Under this task order, the Contractor will provide support services to the General Services Administration, Service Centers Division, Public Buildings Service. The primary objective for this position is to assist eight(8), GSA owned buildings in all aspects of the RWA program to include inputting, tracking and reviewing over 85-100 RWAs for the buildings.

### General Services Administration

GSA provides customer service to the tenant agencies on behalf of the federal government. This includes the maintenance and operation of GSA buildings, as well as government procurement and the use of a RWA tracking system.

2. **Scope of Work:** The Contractor shall provide a Word Processor II. Period of performance is date of award through January 31, 2015, with four one year options. Overtime and travel may be authorized as needed.
3. **Reference Documents:** Prior to beginning work, the contract employee must first receive a “pre-suitable” background NCIC clearance, as prescribed in the GSA Regional Administrator’s memorandum regarding contract employees who work in federal facilities. “final favorable” adjudication must be received within 60 days of the pre-suitable determination. Failure to receive a “final favorable” adjudication will result in the dismissal of the contract employee. The contractor must have demonstrated work experience in the procurement field. Individual must be proficient in the use of computer equipment and software, e.g., Microsoft Excel and Microsoft Word. Must have excellent verbal, telephone, and written communication skills.
4. **Place of Performance and Description of Technical Environments:** The Contract Worker may be required to work from any of the seven Federal Buildings located within one mile radius of 26 Federal Plaza, which are all easily accessible by subways and public transportation.. Work will be performed during normal business hours of the General Services Administration working days. Start time is 8:00 a.m. Monday through Friday. The work is 50% computer oriented and the remainder is dealing with our budget analysts and Finance Division.

**Specific Description of Services:** Provide on-site help in processing financial obligations and administrative duties for all 8 buildings associated with the Field Office to which contract worker is stationed. The contract worker is responsible for assisting with procurement documentation preparation and record keeping, and keeping track of credit card logs. This includes quality assurance for proper documentation, dates, times and receipts. On a daily basis, the contractor will interact with the budget analyst regarding any financial obligation problems. Will frequently interact with Depot executives as well as outside agencies in the

resolution of these problems. The contract worker will be responsible for processing all Reimbursable Work Authorizations (RWAs) for all eight Federal Buildings. In addition, the contractor will assist, advise, plan, and coordinate the procedural administrative functions. Duties include: receiving calls, welcoming visitors, directing calls to either the supervisor or other staff personnel, and researching information requested regarding routine or sensitive matters. Responsible for reviewing and screening incoming mail prior to distribution for suspense dates. Establish in-house producers for follow-up actions, ensuring timely response. Establishes and maintains files, and reviews and disposes of files in accordance with agency procedures.

5. The contract worker will be responsible for maintaining a written inventory of supplies for the General Service Administration Field Office. Will assist all Building Managers with budget preparation and supply requisition for GSA. Assignments include the responsibilities of:
  1. Independently processing approved Reimbursable Work Authorizations (RWAs).
  2. Processing Purchase Orders.
  3. Making sure monthly payments are processed on time.
  4. Duties will require the contractor to utilize Pegasys, Comprizon, PBS Portal, and GSA CFO.
  5. Establishes and maintains files, answers telephones and schedules meetings.
  6. Handles access letters and loading/parking passes.
  7. Double checks all credit card logs and reconciliation and fixes anything that has been processed incorrectly.
  8. Attends any training concerning the updating of the financial programs.
  9. Assists other members of the General Services Administration Field Office.
  10. Provides coverage at any of the General Services Administration Offices in the Service Center.

6. **General Information:** Point of Contact  
David Segermeister  
Director, Service Centers Division  
General Services Administration  
26 Federal Plaza  
212-264-4273

7. **NON-PERSONAL SERVICES**

- a. The Government and the contractor understand and agree that the services delivered by the contractor to the Government are non-personal services. The parties also recognize and agree that no employer-employee or master-servant relationship exists or will exist between the Government and the contractor. Contractor personnel are not employees of the federal Government and are not eligible for entitlement and benefits given federal employees.
- b. Contractor personnel under this task order shall not be placed in a position where there is an appearance that they are employed by the Federal Government.
- c. All requests for leave, annual, sick or other, will be approved or denied by the contractor, not the General Services Administration. Contractor agrees to review all said leave request with the GSA Building Manager before approving or denying

the leave request. Contractor must recognize the need for the Word Processor II to be present when required by General Services Administration.

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## **ADMINISTRATIVE SUPPORT SERVICES**

### **AGREEMENT OBJECTIVE**

To provide skilled, reliable, administrative support services for the General Services Administration (GSA), Building Management Office, Albany, New York.

### **SCOPE OF WORK**

The vendor shall furnish a Secretary, Level II (per US Department of Labor Employment Standards Administration Wage & Hour Division), to staff the reception desk in the GSA Albany Office at the Leo O'Brien Federal Building and provide support for the James T. Foley US Courthouse. This individual will provide administrative support, as well as a variety of customer service and clerical tasks, in accordance with the quality standards specified below. GSA will furnish the equipment and supplies utilized in these tasks. The agreement requires one (1) person to accomplish the following tasks for GSA from 8:00 am to 4:30 pm, unless directed otherwise, Monday through Friday, excluding the Federal holidays identified below.

### **CONTACT PERSONS**

The following personnel are designated as the points of contact for the Contractor:

Property Manager, GSA, Albany Office  
Assistant Property Manager, Leo O'Brien Federal Building

Concerns, questions, or clarifications with the contract requirements should be directed to the above.

### **TASKS**

#### **Customer Service:**

Greet visitors in a professional, courteous manner. Use polite addresses such as "sir" and "ma'am", conveying an environment of friendly professionalism. Record service call requests from the tenant agencies of the O'Brien Federal Building and the Foley U S Courthouse and dispatch the appropriate contractor. Maintain service call log. Provide quality assurance tracking by calling tenants to measure service call satisfaction and log results. Distribute correspondence to the tenant agencies and bulletin boards as requested. Unlock tenant offices for authorized personnel. Schedule conference room reservations electronically for tenant agencies. Monitor conference room schedules daily, and notify custodial contractor when increased services are anticipated. Schedule appointments and meetings as requested by GSA personnel.

Quality Standard: Every customer is treated professionally. Customer requests are addressed or directed to appropriate personnel to be handled immediately.

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**Telephone Service:**

Answer telephone promptly in a courteous, professional manner. Provide transfer assistance to the appropriate designation or provide a response if appropriate. As necessary, take accurate and detailed written messages and distribute them promptly. Monitor voicemail and respond accordingly at first arrival and after break periods. Update the main telephone extension voicemail greeting each day with current information. All information pertaining to the operation of the building and the GSA office will be provided, including a list of telephone numbers and extensions. Current equipment includes AT&T ISDN sets and AUDIX voice mail.

Quality Standard: Each call is handled professionally and promptly. All customers, internal and external, receive outstanding customer service.

**Mail Handling:**

Receive, open, time stamp, and distribute incoming mail daily. Do **not** open mail specifically marked for the recipient as "Only" or mail that is marked "Confidential". Timestamp those envelopes and hand deliver to the recipient for immediate acknowledgement. Collect outgoing mail and deliver to the basement mailbox before 4:30 pm daily. Mailboxes are labeled as to source or destination, and postage procedures are available for references. Change date on postage machine and date stamp daily upon arrival. Prepare packages, arrange special shipping, and monitor tracking with overnight carriers such as Federal Express, etc. Collect, package, and ship recyclable printer cartridges.

Quality Standard: Mail is processed in a timely fashion to the appropriate personnel within the above guidelines.

**Typing Service:**

Type letters, memoranda, forms, data, spreadsheets, announcements, presentations, special or one-time reports, and miscellaneous items in final form using Microsoft Word, Microsoft Excel, Microsoft PowerPoint, electronic mail, or electronic forms software on office computer or electric typewriter, sample letters, forms, templates, and formats will be provided.

Quality Standard: Final drafts shall be free of spelling and grammatical errors and adhere to appropriate business format.

**Filing Service:**

Place or replace items in appropriate files in accordance with the current filing system. Retrieve files as requested. Make new files as necessary

Quality Standard: Items are filed correctly and in a timely fashion. Filing duties do not accumulate.

**Facsimile Service:**

Collect and distribute faxes. Fax documents as requested by the originator. Verify the receipt of outgoing faxes by status reports printed by the facsimile machine. Provide the originator with original document and status report. Check paper supply several times a day, and replenish paper when supply becomes low.

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Quality Standard: Faxes are disseminated and transmitted in a timely fashion. Machine does not run out of paper.

**Photocopying Service:**

Make photocopies using office copier. Utilize appropriate copier options such as double sided copying, sorting, stapling, reduction, and enlargement. Request for copies will specify number and distribution, or follow prescribed distribution codes, which are available for reference. Frequently monitor and refill paper supply.

Quality Standard: Copying requests are completed to the specifications of the originator. Machine does not run out of paper.

**Security Clearance Processing:** See EXHIBIT 1 for complete instructions

**Miscellaneous Support Services:**

- Maintain the GSA Sign In/Out log by assuring there are adequate blank log sheets for the month, dated appropriately for the work weeks. Collect and file completed log sheets.
- Update the electronic time-keeping software for office employees including entering approved leave requests. File leave sheets with corresponding log sheets.
- Print and post the Federal Missing Persons data sheets at the beginning of each month.
- Provide administrative support services at the Foley Courthouse not to exceed eight (8) hours per month.
- Shredding duties as requested.
- Contact office equipment vendors as necessary for service support.
- Collect invoices for lease space utilities and update database.
- Notify aforementioned contact personnel before going on break or lunch so that adequate coverage can be provided.
- Take pictures of tenants for Building Identification badges and assemble badges
- Operate scanner as requested.
- Make travel arrangements for official federal business.
- Maintain the Building Information binder.
- Maintain office supply inventory and advise when ordering is necessary.
- Special clerical projects as needed such as meeting minutes etc.

Quality Standard: All services shall be completed in a timely manner. Professional courtesy shall be extended to all customers. Best business judgment shall be utilized at all times.

**FURNISHED BY THE GOVERNMENT**

The Government shall furnish, without cost to the vendor, designated space in the GSA office, including utilities from existing sources, existing installed telephone service, personal computer, supplies, and materials. Use of government-furnished property and services, including telephone service, is limited to official GSA Albany Office business and shall not be used for personal activities.

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## **FURNISHED BY THE CONTRACTOR**

The Contractor shall, at no additional cost to the government, be responsible for hiring, training (to industry standards), compensating, providing benefits, approving leave, evaluating performance, and correcting substandard performance of the secretary. The Contractor is also responsible for providing alternative coverage when the Contractor's employee is unavailable or unable to complete the assigned tasks. The alternate coverage shall provide temporary, short-term receptionist support and will be compensated in accordance with the current Switchboard Operator/Receptionist wage determination provided by the US Department of Labor Employment Standards Administration Wage & Hour Division.

## **DUTY HOURS AND HOLIDAYS**

Duty hours are Monday through Friday, 8:00 AM to 4:30 PM, with a one-half(1/2) hour lunch break, at the GSA Albany Office in Leo O'Brien Federal Building, 1 Clinton Square, Albany, NY. Work shall not be required on the following Federal Holidays or days observed in lieu thereof:

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
Presidents Day	Veterans Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

Executive order\*

\*Executive order — ex: death of president or former president etc.

Holidays that fall on Saturday are observed on the previous Friday. Holidays that fall on Sunday are observed on the following Monday.

## **CONTRACT PRICES AND SCHEDULES**

The hourly prices or rates shall include all costs for staffing, supervision, health and welfare benefits, holiday and vacation benefits, payroll taxes, employee and subcontractor markup, direct and indirect costs, overhead and profit, and escalation for each option period. The Government shall not pay or reimburse the Contractor for personnel, staffing, employee or subcontractor vacation, holiday (including Federal holidays) or sick leave or for any other benefits or absences, including lunch breaks, during an individual's assigned schedule or performance of services under this contract, whether or not such absence is directly or indirectly under the control of the government. The government shall not pay or reimburse the Contractor for effort worked or services performed outside or in addition to their assigned duty schedule, unless previously authorized. No payment of "overtime" shall be authorized or paid for under this contract. Subject to the COR or Designated Ordering official's advance approval, schedule duty or



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assigned days and hours may be changed, and a modification to the task order will be issued on permanently revised schedule changes. In all cases, the Contractor shall not perform services beyond the value and ceiling price of a task order.

## **BUILDING RULES AND REGULATIONS**

The Contractor shall adhere to all building rules and regulations applicable to Government employees.

## **DRESS CODE**

Professional business attire shall be worn Monday through Friday. Unacceptable attire includes, but is not limited to, jeans, shorts, mini-skirts, low necklines, tee shirts, sleeveless shirts, sneakers, sandals, hats, or other clothing not appropriate for an office environment. Appearance and hygiene shall be in accordance with acceptable business practice.

## **PROHIBITED CONDUCT**

Office equipment and materials are provided for official government use only. Computer activity is monitored. There shall be no computer games, personal internet use, personal emails, personal phone calls, personal business activity, or unprofessional activity such as reading books or magazines. Short phone calls of an urgent nature are permissible. The contracted employee is not authorized to make decisions on behalf of, nor in any way represent directly or implicitly, the General Services Administration or its staff.

## **RESTRICTION OF EMPLOYEES**

GSA reserves the right to reject any employee(s) at any time during the duration of the agreement if they are deemed not to have the level of competence or abilities or for any reason are found to be unsuitable for work required under the agreement. Rejections will be communicated to the Contractor, and a suitable replacement shall be provided the following Workday. Performance will be measured against the specified Quality Standards associated with the Tasks. Unacceptable performance will be communicated to the Contractor and corrective action shall be taken immediately.

## **CONFIDENTIALITY**

Contractor personnel shall maintain the confidentiality of all records, names, projects, etc., that they may work with. The content of any documents they may process or conversations they may overhear in the course of performing their duties shall be considered confidential and shall not be repeated, copied, or released to any one, Government or non-government personnel, without the express permission of an authorized GSA Albany Office agent.

## **MEDIA**

Any calls from the media (radio, press, television) should be immediately forwarded to one of the contact personnel. If they are not available, forward the call to another member of the Albany office team. If no one is available, direct the caller to contact the Regional Public Affairs spokesperson at (212) 264-8260. Do not give out any information or answer any questions from the media.

## **SECURITY REQUIREMENTS**

See EXHIBIT 2 for a complete list of requirements

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**EXHIBIT 1**

**PROCEDURES FOR ADMINISTERING SECURITY CLEARANCE PACKAGES**

(b) (7) (F)

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**EXHIBIT 2**

**SECURITY REQUIREMENTS**

(b) (7) (F)



(b) (7)(F)

(b) (7)(F)

**NO INDIVIDUAL IS PERMITTED TO WORK ON THE GOVERNMENT SITE WITHOUT HAVING OBTAINED A SECURITY CLEARANCE. ANY INSTANCE OF A CONTRACT WORKER WITHOUT CLEARANCE WHO IS FOUND WORKING ON A GOVERNMENT SITE WILL BE CONSIDERED A SERIOUS BREACH OF THE CONTRACT.**

(b) (7)(F)

**Note: The Government may require the removal of a contract worker whose existing security clearance has expired and who has not yet received new clearance. Therefore, it is incumbent upon the contractor to actively keep track of the expiration dates of clearances for all contract workers (including subcontract employees) and to submit, in a timely manner, a new set of security forms.**

(b) (7)(F)

(b) (7)(F)



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## **SCOPE OF WORK FOR ACQUISITION MANAGEMENT SUPPORT SERVICES**

Project: Acquisition Management Services  
Location: Brooklyn Queens Long Island Service Center  
Region: Region 2  
PM: John Bellington  
COR: Jennifer Diala-Wu  
GSA Title: Acquisition Specialist / Wage Determination Title: Secretary I

### **General Background and Objective**

Under this order, the contractor will provide an Acquisition Specialist for support services to GSA, Brooklyn Queens Long Island Service Center Acquisition Unit. This position meets the needs of the program by providing acquisition support services to assist the achieve performance goals related to its program not otherwise performed by a federal worker;

### **Scope of Work**

The scope of this requirement is to provide one (1) Acquisition Specialist / Wage Determination Title: Secretary I for acquisition services to the Brooklyn Queens Long Island Service Center Acquisition Unit (BQLI). The requirement is for immediate assistance, with a base period of three months, with a possibility of three additional three-month option periods at the sole discretion of the government. Options shall be exercised unilaterally by the Government. It is anticipated that the acquisition specialist shall perform work under this task order a minimum of 40 hours per week. The task of the acquisition specialist shall include but not limited to the following:

#### **Task 1: Process GSA assigned actions, to include Contracts and task Orders.**

The contractor shall perform, at a minimum, the following functions, under direction from the assigned GSA Contract Specialist/Contracting Officer:

Process Awards in the GSA automated Comprizon Suite and Pegasys Systems;  
Prepare GSA 300 forms, SF26, SF1442, or other appropriate forms for the GSA Contracting Officer for approval and signature

Correspond with prospective contractors regarding actions as necessary (i.e. provide status updates, request supporting documentation, etc.)

Attend site visits and site meetings Document offer evaluations (i.e. technical and price) for GSA Contracting Officer review and approval

Draft pro-award documents such as Acquisition Plans (APM); Review Technical



evaluation Plans (TEP); Pre-Negotiation Memorandum and Price Negotiation Memorandum for GSA Contracting Officer review and approval  
Create contract files in accordance with the GSAR

Task 2: Process modifications to GSA contracts (to include exercise of options, if applicable)

Review modification requests for completeness and evaluate the applicable solicitation per the BQLI Service Center's processes and procedures

Correspond with contractors regarding modification requests (i.e. provide status updates, request supporting documentation, etc.)

Provide input on the execution or rejection of modifications to the GSA Contracting Officer

Prepare Standard Form 30s or GSA FORM 300s for unilateral modifications (e.g. exercise of options) and bilateral modifications (e.g. adding items/labor categories) for GSA CO approval and signature

Draft other required internal documentation for modifications (e.g. Memorandums to the File) for GSA Contracting Officer review and approval

Update contract files with the modification documentation

Task 3: Option preparation

Prepare option execution files

Gather option data

Perform market surveys

Prepare recommendations for GSA Contracting Officer Draft approval documents and letters

Task 4: Work flow management

Prepare and/or review key documents for any phase of the pre-award and administration process.

Track status of key deliverables or due dates; Implement an effective system subject to the approval of the GSA CO.

Draft recommendations for review by Government Cos

Task 5: Provide weekly status reports

The contractor shall provide the GSA Contracting Officer with a weekly status report that includes, at a minimum, the following information about the contractor's work:

List of all actions assigned by the GSA Contracting Officer (to include, but not limited to evaluation of bids/offers, awards, task payments, etc.) currently being processed

Date each action was assigned

The status of each action (e.g. technical review, clarifications/negotiations, CO review, etc.)

Cumulative list of all actions already processed

Cycle times of each offer already processed; cycle time is defined as the time from when the offer is assigned to the contractor to the time the offer is awarded or rejected by the GSA CO

List of all modifications currently being processed

Date each modification was assigned

The status of each modification (e.g. technical review, clarifications! negotiations, CO review, etc.)

Cumulative list of all mods already processed

Cycle times of each action, award/mod already processed; cycle time is defined as the time from when the mod is assigned to the contractor to the time the mod is executed or rejected by the GSA CO

List of all actions currently being processed

The status of each action (e.g. technical review, clarifications/negotiations, CO review, etc.)

Cumulative list of all options exercised

Whether or not options exercised were timely; exercise of options are considered timely when exercised at least 30 days before contract expiration

Contractor shall electronically provide copies of the weekly reports to the GSA CO.

#### Task 6:

Conduct or Assist the GSA Contracting Officer in preparing and conducting Pre Proposal Meetings and Pre Construction Meetings, as Well as site visits and site meetings. If determined necessary by the GSA CO, attend Pre-Construction; Pre-Start ("kick-off) meetings; site, visits and site meetings; and provide assistance to the CO and/or designated COR at the various BQLI Service Center project locations.

#### Proposal

The contractor shall submit a price quote which is reflective of the Tasks delineated in Section 1.1 above. The price quote shall be in accordance with Contract Number

GSO7F-9393S rates. Please submit in the format as indicated in RFP document (alternate format will be acceptable if all required information with detailed breakdown are included). Due to the anticipated dollar value of this task order, discounts are strongly encouraged.

#### Invoices

Draft copy of the invoices for services performed under this contract shall be submitted monthly to the GSA CO subject to verification and approval. Approved copy of the invoice shall be sent electronically to GSA Finance and GSA CO,

Inspection and acceptance of all work completed under this task order shall be performed by the designated GSA CO.

The designated or applicable GSA Contracting Officer shall review all work performed in accordance with the following:

During the review period, the GSA CO shall have the right to reject, or require correction of, any deficiencies found in the work products produced. In the event of rejection of any deliverable, the contractor shall be notified in writing by the GSA CO of the specific reasons why the work is being rejected.

The contractor shall have one (1) business day to correct the rejected work product and return it to the GSA CO, unless another deadline is established by the GSA CO.

Documentation will be evaluated on readability, comprehensiveness, accuracy and compliance with the BQLI Acquisition Unit's processes and procedures.

#### Delivery Schedule

The delivery schedule for this task order is as follows:

DELIVERABLE	DELIVERY DATE
Status Reports	3PM (local time at the place of performance) Friday each week

#### Place of Performance

The anticipated place of performance will be at the Government location for the aforementioned BQLI Acquisition Unit, at the address specified below.

Brooklyn, Queens & Long Island Service Center 225 Cadman Plaza East

Brooklyn, NY 11201

Alternate Sites as may be determined by the GSA CO

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## **SCOPE OF WORK FOR ACQUISITION MANAGEMENT SUPPORT SERVICES**

Project: Acquisition Management Services  
Location: Brooklyn Queens Long Island Service Center  
Region: Region 2  
PM: John Bellington  
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Draft recommendations for review by Government Cos

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Cumulative list of all actions already processed

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The status of each modification (e.g. technical review, clarifications! negotiations, CO review, etc.)

Cumulative list of all mods already processed

Cycle times of each action, award/mod already processed; cycle time is defined as the time from when the mod is assigned to the contractor to the time the mod is executed or rejected by the GSA CO

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During the review period, the GSA CO shall have the right to reject, or require correction of, any deficiencies found in the work products produced. In the event of rejection of any deliverable, the contractor shall be notified in writing by the GSA CO of the specific reasons why the work is being rejected.

The contractor shall have one (1) business day to correct the rejected work product and return it to the GSA CO, unless another deadline is established by the GSA CO.

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Brooklyn, Queens & Long Island Service Center 225 Cadman Plaza East

Brooklyn, NY 11201

Alternate Sites as may be determined by the GSA CO



**STATEMENT OF WORK**  
GSA Public Building Services  
Administrative Support Function  
Customer Service Representative

**1. Background:**

GSA Offices provide office space to government agencies located in their respective geographical locations. Daily customer and facility needs are provided to enable governmental agencies to fulfill their assigned mission. This scope of work pertains to the New Jersey Service Center (NJSC) and the Brooklyn, Queens, and Long Island Service Center (BQLI).

**2. Scope of Work**

The vendor shall furnish a total of two (2) Secretary Level II (per the current U.S. Department of Labor Employment Standards Administration Wage & Hour Division for each location), to staff the reception desk. One (1) Secretary Level II position will provide support for the Brooklyn, Queens, Long Island Service Center at the Emanuel Celler U.S. Courthouse, and one (1) Secretary Level II position will provide service to the New Jersey Service Center in the Peter Rodino Federal Building, The Customer Service Representative will provide administrative support, as well as a variety of customer service and clerical tasks, in accordance with the quality standards specified below. GSA will furnish the equipment and supplies utilized in these tasks. The agreement requires one (1) person to accomplish the following tasks for the **BQLI Service Center** from **7:30am to 4:00pm**, and one (1) person to accomplish the tasks for the **New Jersey Service Center** from **8:00am to 4:30 pm**, unless directed otherwise, Monday through Friday, excluding the Federal holidays defined elsewhere in this document.

**Duration:**

Base Year: Contract Award to 1/31/2015  
Option Year 1: 2/01/2015 to 1/31/2016  
Option Year 2: 2/01/2016 to 1/31/2017  
Option Year 3: 2/01/2017 to 1/31/2018  
Option Year 4: 2/01/2018 to 1/31/2019

**DUTY HOURS AND HOLIDAYS**

Duty hours are Monday through Friday, 7:30am to 4:00pm at BQLI, and 8:00am to 4:30pm at NJSC, with a one-half (1/2) hour lunch break. Any changes to this duty schedule must be approved by the GSA onsite manager or COR.

### **3. Reference Documents:**

Candidate will be required to pass the HSPD 12 (Homeland Security Presidential Directive) security clearance process. This process will include providing information to begin the clearance process and full finger printing on form FD258. Candidate must receive a favorable clearance to be employed at the GSA Property Manager's Office.

### **4. Place of Performance and Description of Technical Environments:**

The General Services Administration, Public Building Service, 2 Locations:

#### **Brooklyn Queens Long Island Service Center**

Emanuel Celler U.S. Courthouse  
225 Cadman Plaza, Brooklyn NY

#### **New Jersey Service Center**

Peter Rodino Federal Building  
970 Broad Street, Newark, NJ

Technical Environment: Office, business setting.

### **5. Specific Statement of Work/Services:**

#### **5.1 Customer Service:**

- Visitors are greeted in a professional and courteous manner.
- Records service call requests from the tenant agencies on site and the appropriate contractor is dispatched.
- Service call logs are maintained.
- Quality assurance tracking is provided by calling tenants to measure service call results.
- Distribute correspondence to the tenant agencies.
- Bulletin boards are updated as requested.
- Unlock tenant office for authorized personnel.
- Conference room reservations are made for tenant agencies.
- Monitors conference room schedules daily and notifies custodial contractor when increased services are needed.
- Appointments and meetings are scheduled as requested by GSA personnel.

#### **5.2 Telephone Service:**

- Answers telephone promptly in a courteous, professional manner.
- Provides transfer assistance to the appropriate designation or provides a response if appropriate.
- As necessary, takes accurate and detailed written messages and distribute them promptly.
- Monitors voicemail and responds at first arrival and after each break period.

- Updates the main telephone extension voicemail greeting as needed.
- All information pertaining to the operation of the building and the GSA office will be provided, including a list of telephone numbers and extensions.

### **5.3 Mail Handling:**

- Receives, opens, and distributes incoming mail on a daily basis.
- Does not open mail specifically marked for the recipient such as **Only** or mail that is marked **Confidential**. Such marked mail is to be delivered promptly to the addressee.
- Collects outgoing mail and delivers to on site mail collection facility by the end of the duty shift daily.
- Postage processing equipment and procedures will be provided by GSA Property Management.
- Prepares packages, arranges for special shipping, and monitors tracking with overnight carriers such as Federal Express, etc.

### **5.4 Word Processing and Data Entry Services:**

- Prepares letters, memoranda, forms, data, spreadsheets, flyers, announcements, presentations, special or one-time reports, and miscellaneous items in final form using Microsoft Word, Microsoft Excel, Microsoft Powerpoint, electronic mail, or electronic forms software on office computer or electric typewriter. Sample letters, forms, templates, and formats will be provided by GSA.

### **5.5 Filing Service:**

- Place or replace items in appropriate files in accordance with the current filing system.
- Retrieve files as requested.
- Makes new files as necessary.

### **5.6 Facsimile Service:**

- Collects and distributes faxes.
- Fax documents as requested by the originator.
- Verify the receipt of outgoing faxes by status reports printed by the facsimile machine
- Provides originators with documentation and status report of faxes sent and received.
- Frequently monitors and refill paper supply.

### **5.7 Photocopying Service:**

- Make photocopies using office copier.
- Utilizes appropriate copier options such as double sided copying, sorting, stapling, reduction, and enlargement.
- Request for copies will specify number and distribution, or follow prescribed distribution codes which will be made available for reference.
- Frequently monitors and refill paper supply.

### **5.8 Security Clearance Processing:**

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#### **5.9 Procurement Service:**

- Candidate will be proficient with the GSA procurement databases for processing Purchase or Delivery Orders.
- Prepare, at the direction of GSA managers, purchase or delivery orders through the GSA data systems to support Project Managers. Issuance of Personal Password may be required.
- All orders are tracked to ensure receipt by vendor; that shipment/delivery milestones are being met, and that the appropriate documentation of completion is generated and disseminated to the appropriate GSA parties.
- The GSA Project Manager is notified of any deviation from those dates or any discrepancies.
- Maintains all procurement related files for the GSA Property Mgmt. Vendor Issue Resolution (limited to price verification, delivery, and payment issues).
- Researches products needed by GSA.
- When directed by GSA meets with vendors to identify products that may be of interest.
- Contract schedule literature and samples are obtained when directed by GSA.

#### **5.10 Miscellaneous Support Service:**

- GSA Conference rooms are scheduled.
- Maintain Sign in/out sheets for contractor keys.
- Collect and file completed sheets.
- Contact office equipment vendor as necessary for service support.
- Notify aforementioned contact personnel before going on break or lunch so that adequate coverage can be provided.
- Take pictures of tenants for Building Identification badges and assemble badges.
- Operate scanner as requested.
- Maintain office supply inventory and advise when ordering is necessary.
- Special projects are completed as needed.

#### **11. Additional Coverage**

The contractor is responsible for providing alternate coverage during the Customer Service Representatives vacations and other planned or unplanned absences. The CSR from one location cannot be used to cover the absences of the CSR from the other location under this contract.

Approval for short term absences with no alternate coverage for less than 5 hours will be considered but will require written consent from the COR or GSA on-site manager. If such a lack of coverage is approved by either the COR or the GSA on-site manager, a deduction per-hour equal to the fully loaded hourly rate may be considered for the period of 'no-coverage'.

Candidates to be used for alternate coverage must be capable of performing rudimentary tasks of a professional office. These tasks will include answering phones, delivering messages, operating office equipment such as fax machines, typing, and will be able to operate the computer located at the CSR workstation.

## **Administrative Support Function: Statement of Work (SOW)**

**Agency: General Services Administration**

**Service: Secretary Level II and/or Receptionist**

The General Services Administration (GSA) assists Federal agencies better serve the public by offering, at best value, superior workplaces, expert solutions, acquisition services and management policies. It is these services that enable Government agencies to fulfill their assigned mission.

### **1. SCOPE OF WORK**

The vendor shall furnish a Secretary Level II (per U.S. Department of Labor Employment Standards Administration Wage & Hour Division for Erie County, Wage Determination no. 2005-2371) to staff the reception desk and provide support for the GSA Buffalo Field Office, Michael J. Dillon U.S. Courthouse and the new Federal Courthouse under construction on Niagara Square, Buffalo, N.Y. The Contractor will provide administrative support, as well as a variety of customer service and clerical tasks, in accordance with the quality standards specified below. GSA will furnish the equipment and supplies utilized in these tasks. The agreement requires one (1) person to accomplish the following tasks for GSA from 7:30 am to 4:00 pm, unless directed otherwise, Monday through Friday, excluding the Federal holidays defined elsewhere in this document.

Staffing Requirement:

One (1) full time Secretary Level II.

Duration: 12 month based performance period with one 12 month option.

Contact Persons:

The following personnel are designated as the points of contact for the Contractor:

Ralph Januale, Senior Property Manager, GSA, Buffalo Field Office

Gwendolyn M. Pawlikowski, Building Management Specialist, Buffalo Field Office

Concerns, questions, or clarifications with the contract requirements should be directed to the above.

Duty Hours and Holidays:

Duty hours are Monday through Friday, 7:30am to 4:00pm, excluding Federal Holidays, with one-half (1/2) hour lunch break.

Work shall not be required on the following Federal Holidays or days observed in lieu thereof:

New Years Day  
Martin Luther King Day  
Presidents Day

Memorial Day  
Independence Day  
Labor Day  
Columbus Day  
Veterans Day  
Thanksgiving Day  
Christmas Day

Included with these traditional holidays, any holiday decreed by executive order (such as the death of a former president's) shall also be observed and the worker shall be compensated for that time as they are regular holidays.

Holidays that fall on Saturday are observed on the previous Friday. Holidays that fall on Sunday are observed on the following Monday.

## **2. CONTRACT PRICES AND SCHEDULES**

The hourly firm-fixed prices or rates shall include all costs for staffing, supervision, health and welfare benefits, holiday and vacation benefits, payroll taxes, employee and subcontractor markup, direct and indirect costs, overhead and profit, and escalation for each option period. The Government shall not pay or reimburse the Contractor for personnel, staffing, employee or subcontractor vacation, holiday (including Federal holidays) or sick leave or for any other benefits or absences, including lunch breaks, during an individual's assigned schedule or performance of services under this contract, whether or not such absence is directly or indirectly under the control of the government. The Government shall not pay or reimburse the Contractor for effort worked or services performed outside or in addition to their assigned duty schedule, unless previously authorized. Subject to the COR or Designated Ordering official's advance approval, schedule duty or assigned days and hours may be changed, and a modification to the task order will be issued on permanently revised schedule changes.

## **3. REFERENCE DOCUMENTS:**

Contractor will be required to pass the HSPD 12 (Homeland Security Presidential Directive) security clearance process. This process will include providing information to begin the clearance process and full finger printing on form FD258. Contractor must receive a favorable clearance to be eligible for work at the GSA Buffalo Field Office. Please see Exhibit 1.

## **4. PLACE OF PERFORMANCE AND DESCRIPTION OF TECHNICAL ENVIRONMENTS:**

The General Services Administration, Public Building Service, Buffalo Field Office, 130 South Elmwood Avenue, Suite 420, Buffalo, NY 14202

Michael J Dillon federal Courthouse, 68 Court Street, Buffalo, NY

New Federal Courthouse, 2 Niagara Square, Buffalo, NY

Technical Environment: Office, business setting.



## **5. DUTIES AND ASSIGNED TASKS:**

### **5.1 Customer Service:**

- Visitors are greeted in a professional and courteous manner.
- Record service call requests from the tenant agencies on site and dispatch the appropriate response.
- Maintain service call logs.
- Provide quality assurance of service calls by following up with tenant agencies.
- Distribute correspondence to the tenant agencies.
- Bulletin boards are updated as required.
- Coordinate GSA conference room reservations for tenant agencies.
- Monitors conference room daily and notifies custodial contractor when increased services are needed.
- Appointments and meetings are scheduled as requested by GSA Buffalo Field Office personnel.

### **5.2 Telephone Service:**

- Answers telephone promptly in a courteous and professional manner.
- Provides transfer assistance to the appropriate designation or provides a response if appropriate.
- As necessary, takes accurate and detailed written messages and distribute them promptly.
- Monitors voicemail and responds at first arrival and after each break period.
- Updates the main telephone extension voicemail greeting as needed.

NOTE: All information pertaining to the operation of the building and the GSA Buffalo Field Office will be provided, including a list of telephone numbers and extensions.

### **5.3 Mail Handling:**

- Receives and distributes incoming mail on a daily basis.
- Does not open mail specifically marked for a recipient or mail that is marked "Confidential". Such marked mail is to be delivered promptly to the addressee.
- Collects outgoing mail and delivers to on site mail collection facility at the end of the day.
- Prepares packages, arranges for special shipping, and monitors tracking with overnight carriers such as Federal Express, etc.

NOTE : Postage processing equipment and procedures will be provided by GSA Property Management.

### **5.4 Word Processing and Data Entry Services:**

- Prepares letters, memoranda, forms, data, spreadsheets, flyers, announcements, presentations, special or one-time reports, and miscellaneous items in final form using Microsoft Word, Microsoft Excel, Microsoft Powerpoint, electronic mail, or electronic forms software on office computer, scanner or electric typewriter. Sample letters, forms, templates, and formats will be provided by GSA.

### **5.5 Filing Service:**

- Place or replace items in appropriate files in accordance with the GSA file plan.
- Retrieve files as requested.
- Creates new files as necessary, either electronic or hardcopy.

### **5.6 Facsimile Service:**

- Collects and distributes faxes.
- Fax documents as requested by the originator.
- Verify the receipt of outgoing faxes by status reports printed by the facsimile machine
- Provides originators with documentation and status report of faxes sent and received.
- Monitors and refills paper supply as needed.

### **5.7 Photocopying Service:**

- Make photocopies using office copier.
- Utilizes appropriate copier options such as double sided copying, sorting, stapling, reduction, and enlargement.
- Request for copies will specify number and distribution, or follow prescribed distribution codes which will be made available for reference.
- Monitors and refills paper supply as needed.

### **5.8 Security Clearance Processing:**



### **5.9 Procurement Service:**

- Contractor will develop a good understanding of the overall procurement process and become familiar with GSA procurement databases as determined necessary by the Senior Property Manager.
- This will include the RWA (Reimbursable Work Authorization) program and databases that support it. Contractor may be required to assist directly in maintaining and monitoring the RWA program.
- Contractor will be proficient with the GSA procurement databases for processing purchase or delivery orders.
- Prepare, at the direction of GSA Managers, purchase or delivery orders through the GSA data systems to support Project Managers. Issuance of personal password may be required.
- All orders are tracked to ensure receipt by vendor; that shipment/delivery milestones are being met, and that the appropriate documentation of completion is generated and disseminated to the appropriate GSA parties.
- The GSA Project Manager is notified of any deviation from those dates or any discrepancies.
- Maintains all procurement related files.
- Researches products needed by GSA Buffalo Field Office personnel.
- When directed by GSA meets with vendors to identify products that may be of interest.
- Obtain contract schedule literature and samples when directed by GSA.

**5.10 Miscellaneous Support Service:**

- Maintain Sign in/out sheets for contractor keys.
- Contact office equipment vendors as necessary for service support.
- Take pictures of individual's identification badges, produce and assemble badges as needed.
- Maintain office supply inventory and advise when ordering is necessary.
- Special projects as needed.
- Notify aforementioned contact personnel before going on break of lunch so that adequate coverage can be provided.

**6. ADDITIONAL COVERAGE**

The Contractor is responsible for providing alternate coverage during the Secretary Level II's vacations and other planned or unplanned absences. The alternate coverage will be an Receptionist (per U.S. Department of Labor Employment Standards Administration Wage & Hour Division for Erie County, Wage Determination no. 2005-2371) and paid at that wage determination level. Contractor substitutes to be used for alternate coverage must be capable of performing rudimentary tasks of a professional office. These tasks will include answering phones, delivering messages, operating office equipment such as fax machines, typing, and will be able to operate the computer located at the Secretary's workstation.

**7. BUILDING RULES AND REGULATIONS**

The Contractor shall adhere to all building rules and regulations applicable to Government employees.

**8. DRESS CODE**

Professional business attire shall be worn Monday through Friday. Unacceptable attire includes, but is not limited to, jeans, shorts, mini-skirts, low necklines, tee shirts, sleeveless shirts, sneakers, sandals, hats, or other clothing not appropriate for an office environment. Appearance and hygiene shall be in accordance with acceptable business practice.

**10. PROHIBITED CONDUCT**

Office equipment and materials are provided for official government use only. Computer activity is monitored. There shall be no computer games, personal internet use, personal emails, personal phone calls, personal business activity, or unprofessional activity such as reading books or magazines. Short phone calls of an urgent nature are permissible. The Contractor is not authorized to make decisions on behalf of, nor in any way represent directly or implicitly, the General Services Administration or its staff.

**11. RESTRICTION OF EMPLOYEES**

GSA reserves the right to reject any contract employee(s) at any time during the duration of the agreement if they are deemed not to have the level of competence or abilities or for any reason are found to be unsuitable for work required under the agreement. Rejections will be communicated to the Contractor, and a suitable replacement shall be provided the following workday. Performance will be measured against the specified quality standards associated with

the tasks. Unacceptable performance will be communicated to the Contractor and corrective action shall be taken.

## **12. CONFIDENTIALITY**

Contractor personnel shall maintain the confidentiality of all records, names, projects, etc., that they may work with. The content of any documents they may process or conversations they may overhear in the course of performing their duties shall be considered confidential and shall not be repeated, copied, or released to any one, Government or non-government personnel, without the express permission of the Senior Property Manager for the GSA Buffalo Field Office.

## **13. MEDIA**

Any calls from the media (radio, press, television) should be immediately forwarded to the Senior Property Manager, GSA Buffalo Field Office. If no one is available, direct the caller to contact the Regional Public Affairs spokesperson at (212) 264-8260. Do not give out any information or answer any questions from the media.

**EXHIBIT 1**

**SECURITY REQUIREMENTS**

(b) (7) (F)



(b) (7)(F)

(b) (7) (F)

**NO INDIVIDUAL IS PERMITTED TO WORK ON THE GOVERNMENT SITE WITHOUT HAVING OBTAINED A SECURITY CLEARANCE. ANY INSTANCE OF A CONTRACT WORKER WITHOUT CLEARANCE WHO IS FOUND WORKING ON A GOVERNMENT SITE WILL BE CONSIDERED A SERIOUS BREACH OF THE CONTRACT.**

(b) (7) (F)

**Note: The Government may require the removal of a contract worker whose existing security clearance has expired and who has not yet received new clearance. Therefore, it is incumbent upon the contractor to actively keep track of the expiration dates of clearances for all contract workers (including subcontract employees) and to submit, in a timely manner, a new set of security forms.**

(b) (7) (F)

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## **STATEMENT OF WORK**

### **GSA Public Building Services Border Station Field Office Champlain, NY**

#### **Administrative Support Function Customer Service Representative**

#### **AGREEMENT OBJECTIVE**

To provide professional skilled, reliable, administrative support services for the General Services Administration (GSA), Border Station Field Office, located in Champlain, New York.

#### **SCOPE OF WORK**

The vendor shall furnish a Secretary, Level I (per US. Department of Labor Employment Standards Administration Wage & Hour Division), to support GSA office administration in the Border Station Field Office including and supporting ten (10) GSA Border facilities and 23 leased locations.

This individual will provide administrative support, as well as a variety of customer service and clerical tasks, in accordance with the quality standards specified below. GSA will furnish the equipment and supplies utilized in these tasks. The agreement requires one (1) person to accomplish the following tasks for GSA from 8:00 am to 4:30 pm, unless directed otherwise, Monday through Friday, excluding the Federal holidays identified below.

#### **CONTACT PERSONS**

Concerns, questions, or clarifications with the contract requirements should be directed to the Contracting Officer (CO).

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## **TASKS**

### **Customer Service:**

Perform all services in a professional, courteous manner, in accordance with the requirements and standards of the GSA Field Office.

Interacts and communicates professionally, effectively and courteously with all customers.

Record service call requests from the tenant agencies of all the Border Stations and dispatch the appropriate contractor. Maintain service call log up-to-date. Provide quality assurance tracking by calling tenants to measure service call satisfaction and log results. Distribute correspondence and give messages to the tenant agencies and update bulletin boards as requested. Monitors conference room schedules daily and notifies custodial contractor when increased services are needed. Receives communications, requests, and complaints from customers and forwards this information promptly and accurately to appropriate GSA staff.

**Quality Standard:** Every customer is treated professionally and courteously. Customer requests are addressed or directed immediately to appropriate GSA personnel.

### **Telephone Service:**

Answer telephone promptly in a courteous, professional manner. Provide transfer assistance to the appropriate designation or provide a response if appropriate. As necessary, take accurate and detailed written messages and distribute them promptly. Accurately record the caller's name, agency, contractor, and contact, all of these with correct spelling and correct information. Monitor voicemail and respond accordingly at first arrival and after break periods. Update the main telephone extension voicemail greeting each day with current information. All information pertaining to the operation of the building and the GSA office will be provided, including a list of telephone numbers and extensions.

**Quality Standard:** Each call is handled professionally and promptly. All customers, internal and external, receive outstanding customer service.

### **Mail Handling:**

Receive, open, time stamp, and distribute incoming mail daily. Do NOT open mail specifically marked for the recipient as "Only" or mail that is marked "Confidential". Time stamps those envelopes and hand delivers to the recipient for immediate acknowledgement. Collect outgoing mail and deliver to mailbox before 2:30 pm daily. Mailboxes are labeled as to source or destination. and postage procedures are available for references. Change date on date stamp machine daily upon arrival. Prepare packages, arrange special shipping, and monitor tracking with overnight carriers such as UPS, Federal Express, etc. Collect, package, and ship recyclable printer cartridges.

**Quality Standard:** Mail is processed in a timely fashion to the appropriate personnel within the above guidelines.

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**Typing Service:**

Type letters, memoranda, forms, data, spreadsheets, announcements, presentations, special or one-time reports, and miscellaneous items in final form using Microsoft Word, Microsoft Excel, Microsoft PowerPoint, electronic mail, or electronic forms software on office computer or electric typewriter. Sample letters, forms, templates, and formats will be provided.

**Quality Standard:** Final drafts shall be free of spelling and grammatical errors and adhere to appropriate business format.

**Filing Service:**

Place or replace items in appropriate files in accordance with the current filing system under the supervision GSA. Retrieve files as requested. Make new files as necessary and as requested by GSA.

**Quality Standard:** Items are filed correctly and in a timely fashion, and reviewed by GSA. Filing is continually updated.

**Facsimile Service:**

Collect and distribute faxes. Fax documents as requested by the originator. Verify the receipt of outgoing faxes by status reports printed by the facsimile machine. Provide the originator With original document and status report. Check paper supply several times a day, and replenish paper when supply becomes low.

**Quality Standard:** Faxes are disseminated and transmitted in a timely fashion. Machine does not run out of paper.

**Photocopying Service:**

Make photocopies using office copier. Utilize appropriate copier options such as double sided copying, sorting, stapling, reduction, and enlargement. Request for copies will specify number and distribution, or follow prescribed distribution codes, which are available for reference. Frequently monitor and refill paper supply.

**Quality Standard:** Copying requests are completed to the specifications of the originator. Machine does not run out of paper.

**Miscellaneous Support Services:** Performs all services in a professional, courteous, and efficient manner, in accordance with the requirements and standards of the GSA Field Office.

- Maintain the GSA Sign In/Out log by ensuring there are adequate blank log sheets for the month, dated appropriately for the work weeks. Collect and file completed log sheets.
- Update the electronic time-keeping software for office employees including entering approved leave requests. File leave sheets with corresponding log sheets.
- Print and post the Federal Missing Persons data sheets at the beginning of each month.
- Create & maintain spreadsheets, tracking logs, data sheets as necessary to support office functions.

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- Make entries in various database programs to keep information current in support of GSA programs and procedures.
  - Shredding duties as requested.
  - Contact office equipment vendors as necessary for service support.
  - Collect invoices for all utilities and update database.
  - Notify aforementioned contact personnel before going on break or lunch so that adequate coverage can be provided.
  - Take pictures of tenants for Building Identification badges and assemble badges.
  - Operate scanner as requested.
  - Maintain the Building Information binder.
  - Maintain in-office calendars and training calendar, keeping track of schedules/appointments, personnel administration, and operation office automation systems and equipment.
  - Maintain office supply inventory and advise when ordering is necessary.
  - Special projects are completed as needed.
  - Prepares various reports and correspondence as trained and directed by GSA staff.

**Quality Standard:** All services shall be completed in a timely manner. Professional courtesy shall be extended to all customers. Best business judgment shall be utilized at all times.

#### **FURNISHED BY THE GOVERNMENT**

The Government shall furnish, without cost to the vendor, designated space in the GSA office, including utilities from existing sources, existing installed telephone service, personal computer, supplies, and materials. Use of government-furnished property and services, including telephone service, is limited to official GSA Border Station Field Office business and shall not be used for personal activities.

#### **FURNISHED BY THE CONTRACTOR**

The Contractor shall, at no additional cost to the government, be responsible for hiring, training (to industry standards), compensating, providing benefits, approving leave, evaluating performance, and correcting substandard performance of the secretary.

#### **DUTY HOURS AND HOLIDAYS**

Duty hours are Monday through Friday, 8:00 AM to 4:30 PM, with a one-half (1/2) hour lunch break, at the GSA Border Station Field Office in the Cargo Building, 237 West Service Road, Champlain, NY. Work shall not be required on the following Federal Holidays or days observed in lieu thereof:

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New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
Presidents Day	Veterans Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

Executive order \*

\*Executive order — ex: death of president or former president etc.

Holidays that fall on Saturday are observed on the previous Friday. Holidays that fall on Sunday are observed on the following Monday.

### **CONTRACT PRICES AND SCHEDULES**

The hourly firm—fixed prices or rates shall include all costs for staffing, supervision, health and welfare benefits, holiday and vacation benefits, payroll taxes, employee and subcontractor markup, direct and indirect costs, overhead and profit. The Government shall not pay or reimburse the Contractor for personnel, staffing, employee or subcontractor vacation, holiday (including Federal holidays) or sick leave or for any other benefits or absences, including lunch breaks, during an individual's assigned schedule or performance of services under this contract, Whether or not such absence is directly or indirectly under the control of the government. The government shall not pay or reimburse the Contractor for effort worked or services performed outside or in addition to their assigned duty schedule, unless previously authorized. No payment of "overtime" shall be authorized or paid for under this contract. Subject to the CO advance approval, schedule duty or assigned days and hours may be changed, and a modification to the task order will be issued on permanently revised schedule changes. In all cases, the Contractor shall not perform services beyond the value and ceiling price of a task order.

### **BUILDING RULES AND REGULATIONS**

The Contractor shall adhere to all building rules and regulations applicable to Government employees.

### **DRESS CODE**

Professional business attire shall be worn Monday through Friday. Unacceptable attire includes, but is not limited to, jeans, shorts, mini-skirts, low necklines, tee shirts, sleeveless shirts, sneakers, sandals, hats, or other clothing not appropriate for an office environment. Appearance and hygiene shall be in accordance with acceptable business practice.

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## **PROHIBITED CONDUCT**

Office equipment and materials are provided for official government use only. Computer activity is monitored. There shall be no computer games, personal internet use, personal emails, personal phone calls, personal business activity, or unprofessional activity such as reading books or magazines. Short phone calls of an urgent nature are permissible. The contracted employee is not authorized to make decisions on behalf of, nor in any way represent directly or implicitly, the General Services Administration or its staff.

## **RESTRICTION OF EMPLOYEES**

GSA reserves the right to reject any employee(s) at any time during the duration of the agreement if they are deemed not to have the level of competence or abilities or for any reason are found to be unsuitable for work required under the agreement. Rejections will be communicated to the Contractor, and a Suitable replacement shall be provided the following workday. Performance will be measured against the specified Quality Standards associated with the Tasks. Unacceptable performance will be communicated to the Contractor and corrective action shall be taken immediately.

## **CONFIDENTIALITY**

Contractor personnel shall maintain the confidentiality of all records, names, projects, etc., that they may work with. The content of any documents they may process or conversations they may overhear in the course of performing their duties shall be considered confidential and shall not be repeated, copied, or released to any one, Government or non-government personnel, without the express permission of an authorized GSA Border Station Field Office agent.

## **MEDIA**

Any calls from the media (radio, press, television) should be immediately forwarded to one of the contact personnel. If they are not available, forward the call to another member of the Albany office team. If no one is available, direct the caller to contact the Regional Public Affairs spokesperson at (212) 264-8260.

**Do not give out any information or answer any questions from the media.**

## **SECURITY REQUIREMENTS**

See EXHIBIT 1 for a complete list of requirements.

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**EXHIBIT 1**

**SECURITY REQUIREMENTS**

(b) (7) (F)



(b) (7)(F)



**(b) (7)(F)**

**NO INDIVIDUAL IS PERMITTED TO WORK ON THE GOVERNMENT SITE WITHOUT HAVING OBTAINED A SECURITY CLEARANCE. ANY INSTANCE OF A CONTRACT WORKER WITHOUT CLEARANCE WHO IS FOUND WORKING ON A GOVERNMENT SITE WILL BE CONSIDERED A SERIOUS BREACH OF THE CONTRACT.**

**(b) (7)(F)**

**Note: The Government may require the removal of a contract worker whose existing security clearance has expired and who has not yet received new clearance. Therefore, it is incumbent upon the contractor to actively keep track of the expiration dates of clearances for all contract workers (including subcontract employees) and to submit, in a timely manner, a new set of security forms.**

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## **Non-Temporary Services Statement of Work (SOW)**

**Agency: General Services Administration**  
**Service: Public Buildings Service**  
**Division: Property Management Division**  
**Branch: BQLI Service Center**  
**Long Island Field Office**

**Service: Admin Support (Receptionist)**

1. **Background and Objectives:** Under this task order, the Contractor will provide Admin support services to the BQLI Service Center, Long Island Field Office located at the Alfonse D'Amato Courthouse & Federal Building in Central Islip, N.Y. 11722. The Long Island Field Office manages all the federal properties and leases for Queens, Nassau and Suffolk Counties. This position meets the needs of the program by providing needed technical expertise and administrative support not otherwise performed by federal employees.
2. **Scope of Work:** The primary focus of this position will be with respect to Reimbursable Services, including Overtime Utilities and the administrative support for the field office. The work is performed in an office environment using government furnished equipment and supplies.
  - a. Staffing Requirement: One (1) full time labor resource.
  - b. Period of performance is date of award through January 31, 2015, with four one year options. Overtime and travel may be authorized as needed.
3. **Place of Performance and Description of Technical Environments:** The work is performed at the Long Island Field Office located at 170 Federal Plaza, Central Islip, N.Y. 11722. The work is entirely performed within an office environment under light duty conditions.
4. **Specific Description of Services:**  
**Administrative Support**
  - a. Maintains a reporting system and tracks federal building and lease locations administrative information to include the processing of overtime utility payments and the updating as new leases and locations come on line.
  - b. Processes, updates and files procurement related data such as purchases orders, receiving reports, credit card logs, RWA files and all other leasing and contract files.
  - c. Maintains an ongoing follow-up program with all tenants to insure that information received is timely, accurate, and contributes to fulfillment of tenant requests and problems. Coordinates the incoming service calls for the Federal Building tenants, overtime service requests and special events.

Maintains the Field Office calendar and processes staffs leave approved leave requests.

- d. Performs all the administrative duties of the receptionist for the Field Office to include the answering of telephones, taking and distributing messages, preparing security memos as directed and approved by the Building Managers. Ensures that communication with tenants and others throughout the federal and public community is conducted in a professional manner. Performs data entry functions as needed in various GSA web based programs.

**5. Service Delivery Summary (SDS):** The contractor is responsible for providing deliverables and service levels identified below. As specific deliverables will vary day to day and do not always require physical products, performance threshold is focused on timeliness and accuracy of work process.

Performance Objective	SOW Paragraph	Performance Threshold
Data entry for maintaining federal building and lease information is performed daily with most data requiring input and verification during same business day. Reports indicate that data is entered accurately	4a,	95% on time
Data entry for maintaining procurement related data with most data requiring input and verification during same business day. Reports indicate that data is entered accurately	4.b, 4 c	95% on time and met all standards
Receipt, documenting and distribution of information is done in a timely and accurate manner. Communication with tenants and others throughout the federal and public community is conducted professionally with no complaints.	4.c, 4.d	95% on time and current with no complaints.

**COMMUNICATION REQUIREMENTS.** The Contractor shall ensure that all employees providing Administrative support under this contract shall be able to read, write, and speak English well enough to effectively communicate with all patients and other healthcare providers, co-workers, and outside contacts

- ***Unacceptable Skills.*** The Government reserves the right to test the contract provider at any time during the contract to ensure that he/she possesses the necessary and required skills. Should the contract employee be found to perform unsatisfactorily or be unfit for duty, the Government may terminate the contract in accordance with applicable provisions.

- *Misconduct/Disruption of Services.* At any time during the performance of this contract, the Contracting Officer's Representative (COR) or his designated representative may request that the contractor immediately remove any contract employee whose actions, or impaired state, raises reasonable suspicion that clear and present danger of physical harm exists to a patient, other contract employee, government personnel or to the impaired individual and or whose actions results in the clear disruption to the workforce. The contractor must immediately replace the employee.
  - Performance under this contract may be suspended by the Contracting Officer should the contractor be unable to perform duties when scheduled to work. This may be due to medical or physical disability or because of questions of clinical competency or professional ethics or conduct. The suspension will stay in effect until such medical or physical disability is resolved, or in the case of suspension of work privileges, until such privileges are reinstated. If performance under the contract is so suspended, no compensation reimbursement shall accrue to the Contractor so long as performance is suspended.
- Criminal History Background Check Requirement (MANDATORY). Complete disclosure of any past incidents in contractor employee's professional duties or of incidents which might be considered to impact on his professional standing, such as charges (unless acquitted) involving either felonies or misdemeanors (other than minor traffic violations), is a necessary part of the competency process. This disclosure must also specifically include reports of any actions, claims, charges, of malpractice ever brought against the contract employee (either individually or as a part of a group), as well as the outcome (or current status) of any such case. The COTR will evaluate any such incident and determine whether it should be disqualifying.
  - Contractor employees are advised to make full disclosure under this paragraph as a condition of employment. Failure to make a full disclosure will result in a determination that the Contractor's services were unsatisfactory.
  - If at any time during the contract period it is discovered during any investigation, that the employee is currently pending charges, or has previously been convicted of any of the aforementioned incidents, that contract provider may be removed from service under the contract. Replacements must be provided by the contractor.

**Safety.** The Contract employee shall be responsible for complying with all installation safety prevention regulations. Such regulations include, but are not limited to, general safety, fire prevention, and waste disposal.

**6. General Information:**

**1.** The COR is:

Rick Caruso  
General Services Administration  
460 Federal Plaza  
Central Islip, N.Y. 11722

**2.** The GSA requires all contractors using computer resources to complete an on-line Security Awareness Training program. The contractor must complete this training online and complete the certification required at the end of the course.

**7. Non-Personal Services**

- a. The Government and the contractor understand and agree that the services delivered by the contractor to the Government are non-personal services. The parties also recognize and agree that no employer-employee or master-servant relationship exists or will exist between the Government and the contractor. Contractor personnel are not employees of the federal Government and are not eligible for entitlement and benefits given federal employees.
- b. Contractor personnel under this task order shall not (i) be placed in a position where there is an appearance that they are employed by the Federal Government.
- c. All requests for leave, annual, sick or other, will be approved or denied by the contractor, not General Services Administration. Contractor agrees to review all said leave request with the Branch Chief, Office of Human Resources Services, Northeast and Caribbean Division (CPD) or his designated official or superior before approving or denying the leave request.

**STATEMENT OF WORK**  
**GSA Public Building Services**  
**Administrative Support Function**  
**Customer Service Representative**

**1. Background:**

GSA Offices provide office space to government agencies located in their respective geographical locations. Daily customer and facility needs are provided to enable governmental agencies to fulfill their assigned mission. This scope of work pertains to the New Jersey Service Center (NJSC).

**2. Scope of Work**

The vendor shall furnish a total of one (1) Secretary Level II (per the current U.S. Department of Labor Employment Standards Administration Wage & Hour Division), to staff the reception desk. One (1) Secretary Level II position will provide support for the New Jersey Service Center in the Peter Rodino Federal Building, The Customer Service Representative will provide administrative support, as well as a variety of customer service and clerical tasks, in accordance with the quality standards specified below. GSA will furnish the equipment and supplies utilized in these tasks. The agreement requires one (1) person to accomplish the following tasks for the **New Jersey Service Center** from **8:00am to 4:30 pm**, unless directed otherwise, Monday through Friday, excluding the Federal holidays defined elsewhere in this document.

**Duration:**

Base Year: 02/01/2014 to 01/31/2015  
Option Year 1: 02/01/2015 to 01/31/2016  
Option Year 2: 02/01/2016 to 01/31/2017  
Option Year 3: 02/01/2017 to 01/31/2018  
Option Year 4: 02/01/2018 to 01/31/2019

**DUTY HOURS AND HOLIDAYS**

Duty hours are Monday through Friday, 8:00pm to 4:30pm, with a one-half (1/2) hour lunch break. Any changes to this duty schedule must be approved by the GSA onsite manager or COR.

**3. Reference Documents:**

Candidate will be required to pass the HSPD 12 (Homeland Security Presidential Directive) security clearance process. This process will include providing information to begin the clearance process and full finger printing on form FD258. Candidate must receive a favorable clearance to be

employed at the GSA Property Manager's Office.

#### **4. Place of Performance and Description of Technical Environments:**

The General Services Administration, Public Building Service:

##### **New Jersey Service Center**

Peter Rodino Federal Building  
970 Broad Street, Newark, NJ

Technical Environment: Office, business setting.

#### **5. Specific Statement of Work/Services:**

##### **5.1 Customer Service:**

- Visitors are greeted in a professional and courteous manner.
- Records service call requests from the tenant agencies on site and the appropriate contractor is dispatched.
- Service call logs are maintained.
- Quality assurance tracking is provided by calling tenants to measure service call results.
- Distribute correspondence to the tenant agencies.
- Bulletin boards are updated as requested.
- Unlock tenant office for authorized personnel.
- Conference room reservations are made for tenant agencies.
- Monitors conference room schedules daily and notifies custodial contractor when increased services are needed.
- Appointments and meetings are scheduled as requested by GSA personnel.

##### **5.2 Telephone Service:**

- Answers telephone promptly in a courteous, professional manner.
- Provides transfer assistance to the appropriate designation or provides a response if appropriate.
- As necessary, takes accurate and detailed written messages and distribute them promptly.
- Monitors voicemail and responds at first arrival and after each break period.
- Updates the main telephone extension voicemail greeting as needed.
- All information pertaining to the operation of the building and the GSA office will be provided, including a list of telephone numbers and extensions.

##### **5.3 Mail Handling:**

- Receives, opens, and distributes incoming mail on a daily basis.
- Does not open mail specifically marked for the recipient such as **Only** or mail that is marked **Confidential**. Such marked mail is to be delivered promptly to the addressee.
- Collects outgoing mail and delivers to on site mail collection facility by the end of the duty shift daily.
- Postage processing equipment and procedures will be provided by GSA Property Management.
- Prepares packages, arranges for special shipping, and monitors tracking with overnight



carriers such as Federal Express, etc.

**5.4 Word Processing and Data Entry Services:**

- Prepares letters, memoranda, forms, data, spreadsheets, flyers, announcements, presentations, special or one-time reports, and miscellaneous items in final form using Microsoft Word, Microsoft Excel, Microsoft PowerPoint, electronic mail, or electronic forms software on office computer or electric typewriter. Sample letters, forms, templates, and formats will be provided by GSA.

**5.5 Filing Service:**

- Place or replace items in appropriate files in accordance with the current filing system.
- Retrieve files as requested.
- Makes new files as necessary.

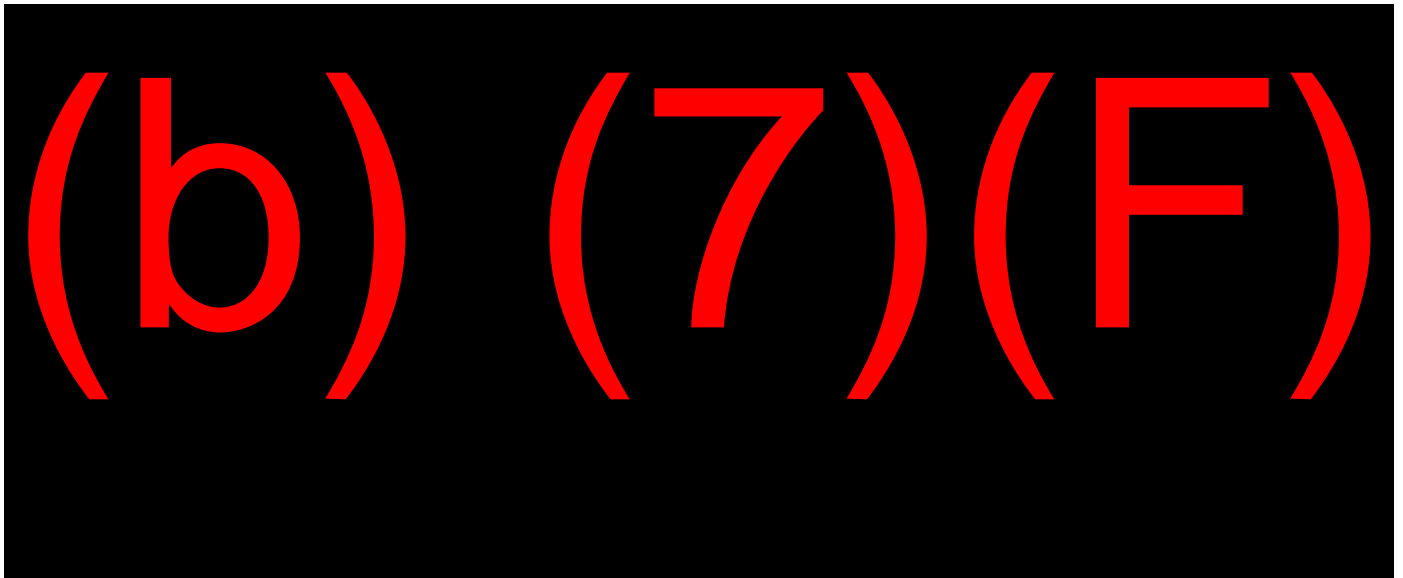
**5.6 Facsimile Service:**

- Collects and distributes faxes.
- Fax documents as requested by the originator.
- Verify the receipt of outgoing faxes by status reports printed by the facsimile machine
- Provides originators with documentation and status report of faxes send and received.
- Frequently monitors and refill paper supply.

**5.7 Photocopying Service:**

- Make photocopies using office copier.
- Utilizes appropriate copier options such as double sided copying, sorting, stapling, reduction, and enlargement.
- Request for copies will specify number and distribution, or follow prescribed distribution codes which will be made available for reference.
- Frequently monitors and refill paper supply.

**5.8 Security Clearance Processing:**



**5.9 Procurement Service:**

- Candidate will be proficient with the GSA procurement databases for processing Purchase

or Delivery Orders.

- Prepare, at the direction of GSA managers, purchase or delivery orders through the GSA data systems to support Project Managers. Issuance of Personal Password may be required.
- All orders are tracked to ensure receipt by vendor; that shipment/delivery milestones are being met, and that the appropriate documentation of completion is generated and disseminated to the appropriate GSA parties.
- The GSA Project Manager is notified of any deviation from those dates or any discrepancies.
- Maintains all procurement related files for the GSA Property Mgmt. Vendor Issue Resolution (limited to price verification, delivery, and payment issues).
- Researches products needed by GSA.
- When directed by GSA meets with vendors to identify products that may be of interest.
- Contract schedule literature and samples are obtained when directed by GSA.

#### **5.10 Miscellaneous Support Service:**

- GSA Conference rooms are scheduled.
- Maintain Sign in/out sheets for contractor keys.
- Collect and file completed sheets.
- Contact office equipment vendor as necessary for service support.
- Notify aforementioned contact personnel before going on break or lunch so that adequate coverage can be provided.
- Take pictures of tenants for Building Identification badges and assemble badges.
- Operate scanner as requested.
- Maintain office supply inventory and advise when ordering is necessary.
- Special projects are completed as needed.

#### **11. Additional Coverage**

The contractor is responsible for providing alternate coverage during the Customer Service Representatives vacations and other planned or unplanned absences. The CSR from one location cannot be used to cover the absences of the CSR from the other location under this contract.

Approval for short term absences with no alternate coverage for less than 5 hours will be considered but will require written consent from the COR or GSA on-site manager. If such a lack of coverage is approved by either the COR or the GSA on-site manager, a deduction per-hour equal to the fully loaded hourly rate may be considered for the period of 'no-coverage'.

Candidates to be used for alternate coverage must be capable of performing rudimentary tasks of a professional office. These tasks will include answering phones, delivering messages, operating office equipment such as fax machines, typing, and will be able to operate the computer located at the CSR workstation.

## Statement of Work (SOW)

### **Agency: General Services Administration-Service Centers Division Manhattan Service Center**

**Service:** Admin Support (Administrative Assistant)

1. **Background and Objectives:** Under this task order, the Contractor may be required to operate, maintain and manage properties, performs diverse service-focused functions of logging customer requests, coordinating performance of work by the buildings systems services providers, assists in data entry, security clearances, reimbursable costs, track services delivery issues, assist in procurements, reports generation, coordinate conference and meetings rooms reservations, facilitate provision of required services for the conference center, provide support in verifying credentials, programming and issuing smart identification cards and general office services.

General Services Administration  
Jacob K. Javits Federal Building  
26 Federal Plaza  
New York, NY 10278

The Manhattan Service Center of the Service Centers Division manages Federal and Leased Buildings spaces in the Greater Manhattan Area with the main offices being located at the Jacob K. Javits Federal Building, 26 Federal Plaza, and 290 Broadway New York, N.Y. 10278. Since the Buildings support services are provided during normal business hours of 7 AM to 6 PM, the selected staff may be required to work normal eight-hours anytime between 7 AM to 7 PM or may be required to work overtime to support the mission of the Service Center. The primary objective is to provide this service through 1 temporary contractor.

Contractor staff must demonstrate skill levels in general administrative and clerical duties, budgeting, accounting, procurement and customer-focused services provision.

This position meets the needs of the program by providing needed administrative support not otherwise performed by federal employees.

### 2. **Scope of Work: The primary focus of this position is:**

#### **a. General Clerk/Administrative Function**

The work is performed in an office environment using government furnished equipment and supplies.

Period of performance is date of award through January 31, 2015, with four one year options. Overtime and travel may be authorized as needed.

### 3. **Place of Performance and Description of Technical Environments:**

The Staff Member may be required to work from any of the seven Federal Buildings located within one mile radius of 26 Federal Plaza, which are all easily accessible by subways and public transportation. The work is largely performed within an office environment with some walk-thru to buildings areas, conference facilities, garages and Service Contractors work areas.

Location: GSA, 26 Federal Plaza, 2<sup>nd</sup> Floor, New York, NY 10278

Technical Environment: Office Setting.

**4. Specific Description of Services:**

**a. Events Coordinator and General Buildings Management Clerk/Administrative function**

1. Performs General Office Management functions.
2. Researches special supplies for office & events.
3. To be trained to enter data into and generate reports in RET A & Pegasys similar systems
4. Assembles express mail packages. Signs for packages & distributes mail.
5. Generate and enter information for Security clearance of contractors and others so as to be able to work in Federal Buildings.
6. Coordinate events set ups, including video and audio systems, teleconferencing, PA system set up.
7. Schedules appointments for walk-through for Local, Regional & Federal Agency events.
8. Types memos and distributes them to Security Manager, Security & Loading Dock via Property Manager.
9. Make Conference rooms / Events Spaces reservation, process letters and memos/ follow-ups
10. Arrange loading dock parking permits, and property passes
11. Prepare building access letters
12. Answer phones, fax and scan documents to agencies
13. Distribute service calls for the tenants to Building Manager and Building Maintenance Contractors.
14. Process financial and data reconciliations
15. Enter data and Generate reports, schedules and data for e-Projects , project tracking RWA's
16. Scanning & Laminating
17. Assist in coordinating security issues with Federal Protective Service & US Marshal Service.
18. Notify & Coordinate events needing systems and areas to be operational, Building Engineer, Fire Safety Director with both Building Maintenance & Janitorial Contractors.
19. Type memos & distributes them to Security Manager, Security & Loading Dock.
20. Provides diagrams to Custodial Staff for set-up for events.
21. Types and generates flyers, letters, memos, charts and forms. Faxes documents, copies documents, answers telephones.
22. Interacts w/ filming crew. 8. Assists w/ fire drills, Code Adam drills & Shelter in Place drills.
23. Escorts new tenants to Central Security office for identification card for elevator access.
24. Works closely w/ Regional Outleasing Program Manager regarding filming events & high profile events.
25. Maintain Close contact with Federal Protective Service Inspectors for special high profile events requiring special security provisions.
26. Manage Telepresence room as a contractor for schedules and billings.

- 5. Service Delivery Summary (SDS):** The contractor is responsible for providing deliverables and service levels identified below. As specific deliverables will vary day to day and do not always require physical products, performance threshold is focused on timeliness and accuracy of work process.

Performance Objective	SOW Paragraph	Performance Threshold
General Office administrative, coordinate of customer services, related data entry is performed daily with most data requiring input and verification during same business day. Reports indicate that data is entered accurately on a flexible work schedule	1 through 9	95% on time
Custom reports and charts are prepared in final form for presentations and analysis as needed. Data is accurate and of	10 through 22	95% on time and met all standards

professional quality.		
All Reports, correspondence and audit findings are accurate and prepared in a timely manner. Communication with other Divisions is conducted professionally with no complaints from outside the Branch.	10 through 22	95% on time and current with no complaints.

## **6. General Information:**

### **1. COR**

Thomas J. Polet  
General Services Administration  
26 Federal Plaza, Room 2-100  
New York, N.Y. 10278

The GSA requires all contractors using computer resources to complete an on-line Security Awareness Training program. The contractor must complete this training online and complete the certification required at the end of the course.

## **7. Non-Personal Services**

- a. The Government and the contractor understand and agree that the services delivered by the contractor to the Government are non-personal services. The parties also recognize and agree that no employer-employee or master-servant relationship exists or will exist between the Government and the contractor. Contractor personnel are not employees of the federal Government and are not eligible for entitlement and benefits given federal employees.
- b. Contractor personnel under this task order shall not (i) be placed in a position where there is an appearance that they are employed by the Federal Government.
- c. All requests for leave, annual, sick or other, will be approved or denied by the contractor, not General Services Administration. Contractor agrees to review all said leave request with the Branch Chief, Office of Human Resources Services, Northeast and Caribbean Division (CPD) or his designated official or superior before approving or denying the leave request..

## **Non-Temporary Services Statement of Work (SOW)**

**Agency: General Services Administration**

**Service: Public Buildings Service**

**Division: Property Management Division**

**Physical Access Control Credentialing Office**

**Service: Admin Support**

### **Computer Operator I**

1. **Background and Objectives:** Under this task order, the Contractor will provide clerical/administrative support services for credentialing of all federal employees, federal contractors, and any other person requiring a credential to gain access to a federal building within Region. In addition, the office helps procurement of supplies and services for printing and embossing access cards and facilitate upgrade of access control software and hardware.

The Physical Access Control Credentialing Office, under the Service Center Division, is located at the Jacob K. Javits Federal Building, 26 Federal Plaza, Room 1-100 New York, N.Y. 10278 from where it coordinates credentialing activities for all Federal Employees, Contractors and visitors region-wide. This position meets the needs of the program by providing needed technical expertise and administrative support not otherwise performed by federal employees.

Contractor staff must demonstrate skill levels in general administrative and clerical duties, review and verification of data, computer hardware and software for data processing, budgeting, accounting, procurement and customer-focused services provision.

2. **Scope of Work:** The primary focus of this position will be to control access to GSA facilities and insure appropriate security within that facility by issuing federal credentials to those individuals who need access on a routine basis. The incumbent will be responsible to insure that the credentials will only be issued to those persons who have had the appropriate security background check. This is a highly sensitive position. The incumbent has the overall responsibility to safeguard Personal Identifying Information (PII) provided by each credentialed person. A Limited Background Investigation (LBI) is required for this position. The work is performed in an office environment using government furnished equipment and supplies.

Period of performance is date of award through January 31, 2015, with four one year options. Overtime and travel may be authorized as needed.

3. **Place of Performance and Description of Technical Environments:**

The work is performed at the Physical Access Control Credentialing office, 26 Federal Plaza, Room 1-100, New York, N.Y. The position also requires occasional travel to other GSA controlled facilities throughout the region as Physical Access Control systems (PACS) are installed. The work is performed within an office environment under light duty

conditions.

The work is largely performed within an office environment with occasional travel to other buildings in Region 2.

Technical Environment: Office Setting.

#### **4. Specific Description of Services:**

The following duties are performed by the incumbent on a routine basis. The incumbent will also perform any other duties associated with completing the tasks associated with the scope of this contract.

#### **Program Management**

- Maintain client relationships with key agencies such as the FBI, SSA, DOL, and many other federal agencies
- Assist in maintaining access card security, including card issuance, activation, and termination. Also insure the card requester has the proper security clearance
- Assist in maintaining and safeguarding Personal Identifying Information
- Assist in implementation of Regional Access Control related products and services

#### **Access control**

#### **Contract Employee Responsibilities**

- Issuing building access cards and other entry passes. **Process includes:** filling out forms, ensuring accuracy of supporting documentation, photo process, taking thumb print, coding, demonstrating use of card, filing documentation.
- Responding to information requests from Tenant Agency OIG for criminal investigations and/or photos
- Logging all cards.
- Archiving and records database management.
- Generating daily reports.
- Enrolling HSPD-12 cards for physical access under the current pilot program.
- Expediting lost and found card transactions.
- Monitor readers/equipment repair.
- Answer phones, interface with walk in traffic, filing, documents management.
- Provides clerical and receptionist coverage for the Building Manager's Office, the Regional Administrator's Office and the Asst. Regional Administrator's Office as requested
- Perform Access Control Operator duties at other FOBs as required.

5. **WORK HOURS.** Physical Access Control Office remains open normally from 8 AM to 6 PM, Weekdays, but at times may remain open from 7 AM to 7PM depending upon workload. Normally Contractors will be required to work 40 hours a week between the hours of 8 AM to 6 PM with occasional overtime that could stretch between the hours of 7 AM to 7 PM.

**VERIFICATION OF HOURS.** Daily sign-in at time a contract worker comes in and sign-out when a contract worker leaves at a secured location is required with weekly time sheets to be signed by the COTR or his/her designee. Excessive absenteeism will be considered as “lack of performance” except under approved exigent situations.

## **6. General Information:**

6.1 The COR is:

Om Taneja  
General Services Administration  
26 Federal Plaza, Room 3132  
New York, N.Y. 10278

6.2 The GSA requires all contractors using computer resources to complete an on-line Security Awareness Training program. The contractor must complete this training online and complete the certification required at the end of the course.

## **7. Non-Personal Services**

- a. The Government and the contractor understand and agree that the services delivered by the contractor to the Government are non-personal services. The parties also recognize and agree that no employer-employee or master-servant relationship exists or will exist between the Government and the contractor. Contractor personnel are not employees of the federal Government and are not eligible for entitlement and benefits given federal employees.
- b. Contractor personnel under this task order shall not (i) be placed in a position where there is an appearance that they are employed by the Federal Government.
- c. All requests for leave, annual, sick or other, will be approved or denied by the contractor, not General Services Administration. Contractor agrees to review all said leave request with the Branch Chief, Office of Human Resources Services, Northeast and Caribbean Division (CPD) or his designated official or superior before approving or denying the leave request..



## Statement of Work (SOW)

### **Agency: General Services Administration - Service Centers Division**

**Service:** Admin. Support (General Clerk II)

1. **Background and Objectives:** Under this task order, the Contractor may be required to: operate, maintain and manage properties; perform diverse service-focused functions of logging customer requests, coordinating performance of work by the buildings systems services providers; assist in data entry, security clearances, and reimbursable costs; track services delivery issues; assist in procurements and reports generation; coordinate conference and meetings rooms reservations and facilitate provision of required services therefore; provide support in verifying credentials; program and issue smart identification cards; and perform general office services.

### General Services Administration

The Service Centers Division manages Federal and Leased Buildings spaces in the NYC Metro Area. Since support services are provided during the normal business hours of 7:00 a.m. to 6:00 p.m., selected staff may be required to work their normal eight hours any time between 7:00 a.m. and 7:00 p.m. or may be required to work overtime to support the mission of the Service Center. The primary objective is to provide this service through one temporary contractor.

Contractor staff must demonstrate skill levels in general administrative and clerical duties, budgeting, accounting, procurement, and customer-focused services provision.

This position meets the needs of the program by providing requisite administrative support not otherwise performed by federal employees.

### 2. **Scope of Work:**      **The primary focus of this position is:**

#### a.      General Clerk/Administrative Function

The work is performed in an office environment using government furnished equipment and supplies.

Period of performance is one year, with four one year options. Overtime and travel may be authorized as needed.

### 3. **Place of Performance and Description of Technical Environments:**

The Contract Worker may be required to work from any of the seven Federal Buildings located within one mile radius of 26 Federal Plaza, which are all easily accessible by subways and public transportation. The work is largely performed within an office environment with some walk-thru to buildings areas, conference facilities, garages and Service Contractors work areas.[unique situation for Federal Plaza only]

Location: GSA

Technical Environment: Office Setting.

#### 4. Specific Description of Services:

##### a. General Clerk/Administrative Function [To include a combination of the following duties:]

1. Prepare and track equipment and supplies, prepare purchase orders;
2. Enter and track RWAs; PTWs for projects;
3. General clerical and other duties required for Office Management;
4. Procurement assistant with experience in or ability to quickly enter procurement data, prepare requisitions and purchase orders, and track delivery of equipment and supplies under the supervision of a GSA warrant officer;
5. Data entry technician to enter reimbursable work data into RETA and Pegasys and help generate reports;
6. Familiar with basic operation of computer equipment to prepare and program ID cards in the Smart card office;
8. Answer & direct calls;
9. Greet & receive office visitors;
10. Coordinate building and customer services;
11. Maintain building, office, & contractors' phone directory;
12. Maintain personnel folders;
13. Time & attendance for Leased Space;
14. Hard copy filing;
15. Electronic filing;
16. Make and coordinate service calls for office equipment;
17. Maintain building keys and log;
18. Maintain bulletin boards;
19. Order office supplies;
20. Sort & distribute incoming mail, forward misdirected mail, process outgoing mail;
21. Assist with building lobby events;
22. Perform other miscellaneous duties.

**5. Service Delivery Summary (SDS):** The contractor is responsible for providing deliverables and service levels identified below. As specific deliverables will vary day to day and do not always require physical products, performance threshold is focused on timeliness and accuracy of work process.

Performance Objective	SOW Paragraph	Performance Threshold
General Office administrative, coordinate of customer services, related data entry is performed daily with most data requiring input and verification during same business day. Reports indicate that data is entered accurately on a flexible work schedule	1 through 9	95% on time
Custom reports and charts are prepared in final form for presentations and analysis as needed. Data is accurate and of professional quality.	10 through 22	95% on time and met all standards
All Reports, correspondence and audit findings are accurate and prepared in a timely manner.	10 through 22	95% on time and current with no

Communication with other Divisions is conducted professionally with no complaints from outside the Branch.		complaints.
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## 6. General Information:

The COR is:

David Segermeister  
 Director, Service Centers Division  
 General Services Administration  
 26 Federal Plaza  
 212-264-4273

1. The GSA requires all contractors using computer resources to complete an on-line Security Awareness Training program. The contractor must complete this training online and complete the certification required at the end of the course.

## NON-PERSONAL SERVICES

1. The Government and the contractor understand and agree that the services delivered by the contractor to the Government are non-personal services. The parties also recognize and agree that no employer-employee or master-servant relationship exists or will exist between the Government and the contractor. Contractor personnel are not employees of the federal Government and are not eligible for entitlement and benefits given federal employees.
2. Contractor personnel under this task order shall not be placed in a position where there is an appearance that they are employed by the Federal Government.
3. All requests for leave, annual, sick or other, will be approved or denied by the contractor, not the General Services Administration. Contractor agrees to review all said leave request with the GSA Building Manager before approving or denying the leave request. Contractor must recognize the need for the Word Processor II to be present when required by General Services Administration.

## **Non-Temporary Services Statement of Work (SOW)**

**Agency: General Services Administration**

**Service: Public Buildings Service**

**Division: Service Center Division**

**Service:** Admin Support (Secretary II)

### **Physical Access Control Credentialing Office**

1. **Background and Objectives:** Under this task order, the Contractor will provide support services for credentialing of all federal employees, federal contractors, and any other person requiring a credential to gain access to a federal building within Region. In addition, the office helps procurement of supplies and services for printing and embossing access cards and facilitate upgrade of access control software and hardware.

The Physical Access Control Credentialing Office, under the Service Center Division, is located at the Jacob K. Javits Federal Building, 26 Federal Plaza (b) (7)(F) New York, N.Y. 10278 from where it coordinates credentialing activities for all Federal Employees, Contractors and visitors region-wide. This position meets the needs of the program by providing needed technical expertise and administrative support not otherwise performed by federal employees.

Contractor staff must demonstrate skill levels in coordinating and managing general administrative and clerical duties, review and verification of data, computer hardware and software for data processing, budgeting, accounting, procurement and customer-focused services provision.

2. **Scope of Work:** The primary focus of this position will be to control access to GSA facilities and insure appropriate security within that facility by issuing federal credentials to those individuals who need access on a routine basis. The incumbent will be responsible to insure that the credentials will only be issued to those persons who have had the appropriate security background check. This is a highly sensitive position. The incumbent has the overall responsibility to safeguard Personal Identifying Information (PII) provided by each credentialed person. A Limited Background Investigation (LBI) is required for this position. The work is performed in an office environment using government furnished equipment and supplies. Period of performance is date of award through January 31, 2015, with four one year options. Overtime and travel may be authorized as needed.

3. **Place of Performance and Description of Technical Environments:**

The work is performed at the Physical Access Control Credentialing office, 26 Federal Plaza, Room (b) (7)(F) New York, N.Y. The position also requires occasional travel to other GSA controlled facilities throughout the region as Physical Access Control systems (PACS) are installed. The work is performed within an office environment under light duty conditions.

The work is largely performed within an office environment with occasional travel to other buildings in Region 2.

Technical Environment: Office Setting.

**4. Specific Description of Services:**

The following duties are performed by the incumbent on a routine basis. The incumbent will also perform any other duties associated with completing the tasks associated with the scope of this contract.

**System Administration (20%)**

(b) (7) (F)

**Program Management (40%)**

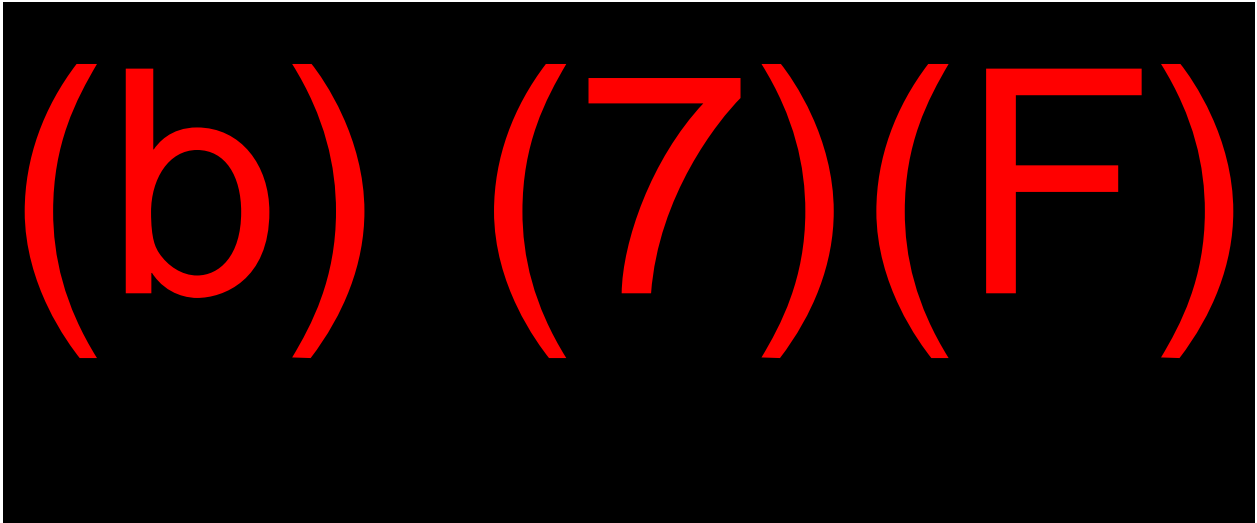
(b) (7) (F)

**Staff Management (15%)**

(b) (7) (F)

## Access control (35%)

### Contract Employee Responsibilities



5. **WORK HOURS.** Physical Access Control Office remains open normally from 8 AM to 6 PM, Weekdays, but at times may remain open from 7AM to 7PM depending upon workload. Normally Contractors will be required to work 40 hours a week between the hours of 8AM to 6PM with occasional overtime that could stretch between the hours of 7AM to 7PM.

**VERIFICATION OF HOURS.** Daily sign-in at time a contract worker comes in and sign-out when a contract worker leaves at a secured location is required with weekly time sheets to be signed by the COTR or his/her designee. Excessive absenteeism will be considered as "lack of performance" except under approved exigent situations.

### 6. General Information:

- 6.1 The COR is:

Om Taneja  
General Services Administration  
26 Federal Plaza, Room 3132  
New York, N.Y. 10278

- 6.2 The GSA requires all contractors using computer resources to complete an on-line Security Awareness Training program. The contractor must complete this training online and complete the certification required at the end of the course.

### 7. Non-Personal Services

- a. The Government and the contractor understand and agree that the services delivered by the contractor to the Government are non-personal services. The parties also recognize and agree that no employer-employee or master-servant

relationship exists or will exist between the Government and the contractor.

Contractor personnel are not employees of the federal Government and are not eligible for entitlement and benefits given federal employees.

- b. Contractor personnel under this task order shall not (i) be placed in a position where there is an appearance that they are employed by the Federal Government.
- c. All requests for leave, annual, sick or other, will be approved or denied by the contractor, not General Services Administration. Contractor agrees to review all said leave request with the Branch Chief, Office of Human Resources Services, Northeast and Caribbean Division (CPD) or his designated official or superior before approving or denying the leave request..

## Statement of Work (SOW)

### Agency—General Services Administration Northeast and Caribbean Region

**Service:** Admin Support

- 1. Background and Objectives:** The Manhattan Service Center of the Service Centers Division manages Federal and Leased Buildings spaces in the Greater Manhattan Area with the main offices being located at the Jacob K. Javits Federal Building, 26 Federal Plaza, and 290 Broadway New York, N.Y. 10278. The Staff Member may be required to work from any of the seven Federal Buildings located within one mile radius of 26 Federal Plaza, which are all easily accessible by subways and public transportation. Since the Buildings support services are provided during normal business hours of 7 AM to 6 PM, the selected staff may be required to work normal eight-hours any time between 7 AM to 7 PM or may be required to work overtime to support the mission of the Service Center.

Manhattan Service Center in its efforts to operate, maintain and manage properties performs diverse service-focused functions of logging customer requests, coordinating performance of work by the buildings systems services providers, assists in data entry, security clearances, reimbursable costs, track services delivery issues, assist in procurements, reports generation, coordinate conference and meetings rooms reservations, facilitate provision of required services for the conference center, provide support in verifying credentials, programming and issuing smart identification cards and general office services.

Contractor staff must demonstrate skill levels in general administrative and clerical duties, budgeting, accounting, procurement and customer-focused services provision.

This position meets the needs of the program by providing needed administrative support not otherwise performed by federal employees.

General Services Administration  
290 Broadway, Room 206  
New York, N.Y. 10007

- 1. Scope of Work:** The Contractor shall provide one (1) Word Processor I and one (1) Word Processor II in the field office of General Services Administration. Overtime authorized as needed. Period of performance is date of award through January 31, 2015, with four one year options. Overtime and travel may be authorized as needed.
- 2. Reference Documents:** Prior to beginning work, the contract employee must first receive a “pre-suitable” background NCIC clearance, as prescribed in the GSA Regional Administrator’s memorandum, regarding contract employees who work in federal facilities. A “final favorable” adjudication must be received within 60 days of the pre-suitable determination. Failure to receive a final favorable adjudication will result in the dismissal of the contract employee. The contractor must have demonstrated work experience in the procurement



field. Individual must be proficient in the use of computer equipment and software, e.g., Microsoft Excel and Microsoft Word. Must have excellent verbal, telephone and written communication skills.

3. **Place of Performance and Description of Technical Environments:** Work will be performed at the Manhattan Service Center Field Office located at 290 Broadway Room 206. Work will be performed during normal business hours of the General Services Administration working days. Start time is 8:00am Monday through Friday. The work is 50% computer oriented and the remainder is dealing with our budget analysts and finance division.

**Specific Description of Services:** Provide onsite help in processing financial obligations and administrative duties for all 8 buildings associated with the Manhattan Service Center Field Office. The contractor is responsible for all procurement processed in the office and keeping track of credit card logs. This includes quality assurance for proper documentation, dates, times and receipts. On a daily basis, the contractor will interact with the budget analyst regarding any financial obligation problems. Frequently interact with Depot executives, as well as outside agencies in the resolution of these problems. The contractor will be responsible for processing all Reimbursable Work Authorization (RWA) for all eight Federal Buildings. In addition the contractor will assist, advise, plan, and coordinate the procedural administrative functions. Duties include: receiving calls, welcoming visitors, directing calls to either the supervisor or other staff personnel, and researching information requested regarding routine or sensitive matters. Responsible for reviewing and screening incoming mail prior to distribution for suspense dates. Establish in house producers for follow up actions, ensuring timely response. Establish and maintain files, reviews and disposes of files in accordance with agency procedures.

4. The contractor will be responsible for maintaining a written inventory of supplies for the General Service Administration, Field Office. Assist all Building Managers with all budget preparation and supply requisition for GSA. Assignments include the responsibilities of:
  1. Independently processing of Reimbursable Work Authorization (RWA)
  2. Processing of Purchase Orders.
  3. Making sure Monthly payments are processed on time.
  4. All duties will entitle contractor to work through Pegasys, Comprizon, PBS Portal, and GSA CFO.
  5. Establish and maintain files, answer telephones and schedule meetings.
  6. Handle access letters and loading/parking passes.
  7. Double check all Credit Card logs and reconciliation and fix anything that has been processed incorrectly.
  8. Attending any training in regards to updates to any of the financial programs.
  9. Assisting other members of the General Services Administration Field Office.
  10. Provide coverage at any of the General Services Administration Offices.

5. **General Information:** Point of Contact

Joseph Ungaro  
Asst. Property Manager  
General Services Administration

290 Broadway (b) (5)  
New York, NY 10007  
212-637-0679

**6. NON-PERSONAL SERVICES**

- a. The Government and the contractor understand and agree that the services delivered by the contractor to the Government are non-personal services. The parties also recognize and agree that no employer-employee or master-servant relationship exists or will exist between the Government and the contractor. Contractor personnel are not employees of the federal Government and are not eligible for entitlement and benefits given federal employees.
- b. Contractor personnel under this task order shall not be placed in a position where there is an appearance that they are employed by the Federal Government.
- c. All requests for leave, annual, sick or other, will be approved or denied by the contractor, not the General Services Administration. Contractor agrees to review all said leave request with the GSA Building Manager before approving or denying the leave request. Contractor must recognize the need for the Word Processor II to be present when required by General Services Administration.

## Statement of Work (SOW)

### **Agency: General Services Administration (GSA)** Regional Commissioner Office

- 1. Background and Objectives:** Under this task order, the Contractor will provide support services to the GSA, Regional Commissioner's Office located at 26 Federal Plaza, New York, N.Y. The office is responsible for satisfying the Commissioner's needs for the Northeast and Caribbean Region. This position meets the needs of the program by providing administrative support to assist in carrying out the Regional Commissioner's office objectives and support not otherwise performed by a federal employee.
- 2. Scope of Work:** The Contractor shall provide (1) one employee at the Secretary Level II (per the current U.S. Department of Labor Employment Standards Administration Wage & Hour Division for each location), to staff the reception desk and perform Administrative and Secretarial duties as described below.
- 3. Place of Performance and Description of Technical Environments:** Location: Regional Commissioner's Office, 26 Federal Plaza, (b) (5) New York, N.Y. 10278  
  
Technical Environment: Office Setting.
- 4. Specific Description of Services:** Serves within Office of the Human Resources Services, Northeast and Caribbean Division (CPD), providing administrative support to the Division. Under the direction of the Branch Chief, Contractor responsibility shall include:
  - a. Data Entry/ Retrieval/Analysis: research for all documentation necessary to process actions in various software as requested to support the mission of the Regional Commissioner's Office and support activities.
  - b. Coordination- coordination with staff and management.
  - c. Meet, greet, and announce visitors.
  - d. Answer phone calls/Forward calls/Take messages/Checks voicemail.
  - e. Make copies.
  - f. Assemble packages.
  - g. Prepare material for mailing.
  - h. Prepares letters, memoranda, forms, data, spreadsheets, flyers, announcements, presentations, special or one-time reports, and miscellaneous items in final form using Microsoft Word, Microsoft Excel, Microsoft PowerPoint, electronic mail, or electronic forms software on office computer.
  - i. Sort, date-stamp, and distribute mail.
  - j. Schedule meetings to be held in conference room.
  - k. Keep conference room orderly.
  - l. Prepare and pack boxes to be mailed.

- m. Assist in the scheduling and administrative support in the HSPD 12 requirements.
- n. Distribute correspondence within the agency divisions.
- o. Maintain all the files associated with Regional Commissioner's Office.
- p. Shred, file, scan, and fax documents as directed.
- q. Assemble and maintain administrative support for all the activities associated with the Regional Commissioner's Office
- r. Maintain the schedule and update as needed the calendars' for all associated with the Regional Commissioner's Office & Conference rooms.
- s. Accept and sign for all deliveries for the Regional Commissioner's Office.
- t. Deliver all items as requested as a representative of the Regional Commissioner's Office
- u. Reviews, updates and maintains the ETAMs federal database for all government employees as assigned.
- v. Assist all visitors to the Regional Commissioner's Office
- w. As directed, preparation of written communication and documentation.
- x. Other tasks as assigned.
- y. Communication requirements - The Contractor shall ensure that all employees providing Administrative support under this contract shall be able to read, write, and speak English well enough to effectively communicate with all customer, co-workers, and outside contacts.

**5. Unacceptable Skills.** The Government reserves the right to test the contract provider at any time during the contract to ensure that he/she possesses the necessary and required skills. Should the contract employee be found to perform unsatisfactorily or be unfit for duty, the Government may terminate the contract in accordance with applicable provisions.

**6. Work Hours.** The contract employee is required to sign in and out daily. The timecards will be submitted to the vendor as required pursuant to the contract agency's requirements. A copy is also provided to the contract administrator for the customer. The Government reserves the right to verify the hours worked by Contract employee by whatever means is deemed necessary.

**7. General Information: Point of Contact**

Darren Gomez  
Chief Of Staff

(b) (5)

General Services Administration

(b) (5)

26 Federal Plaza  
NY, NY 10278  
212-264-4630

**8. Non-Personal Services**

- a. The Government and the contractor understand and agree that the services delivered by the contractor to the Government are non-personal services. The parties also recognize and agree that no employer-employee or

master-servant relationship exists or will exist between the Government and the contractor. Contractor personnel are not employees of the federal Government and are not eligible for entitlement and benefits given federal employees.

- b. Contractor personnel under this task order shall not be placed in a position where there is an appearance that they are employed by the Federal Government.

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## STATEMENT OF WORK

GSA Public Building Services

Upstate New York Service Center Syracuse, NY

Administrative Support Function Customer Service Representative

### 1. Background:

GSA Offices provide office space to government agencies located in their respective geographical locations. Daily customer and facility needs are provided to enable governmental agencies to fulfill their assigned mission.

### 2. SCOPE OF WORK SYRACUSE

#### (JAMES M. HANLEY US COURTHOUSE & FEDERAL BUILDING)

The vendor shall furnish a Secretary level II (per the current U.S. Department of Labor Employment Standards Administration Wage & Hour Division for each location), to staff the reception desk and provide support for the GSA Property Management Office of the James M. Hanley US. Courthouse (Syracuse). The Customer Service Representative will provide administrative support, as well as a variety of customer service and clerical tasks, in accordance with the quality standards specified below. GSA will furnish the equipment and supplies utilized in these tasks. The agreement requires one (1) person to accomplish the following tasks for GSA from 8:00 am to 4:30 pm, unless directed otherwise, Monday through Friday, excluding the Federal holidays defined elsewhere in this document.

Staffing Requirement is One (1) full time Secretary Level II for each location.

#### DUTY HOURS AND HOLIDAYS

Duty hours are Monday through Friday, 8:00 AM to 4:30 PM, with a one-half (1/2) hour lunch break. Any changes to this duty schedule must be approved by the GSA onsite manager or COR.

Work shall not be required on the following Federal Holidays or days observed in lieu thereof:

New Year's	Day Labor Day
Martin Luther King Day	Columbus Day
Presidents Day	Veterans Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

As per Department of Labor Wage Determination 06-2383 (Rev.-11) for Onondaga County, Good Friday shall also be observed in the Syracuse location as a paid holiday but the worker

may use it as a floating holiday. Included with these traditional holidays, any holiday decreed by executive order (such as the death of former presidents) shall also be observed and the worker shall be compensated for that time as they are the regular holidays.

Holidays that fall on Saturday are observed on the previous Friday. Holidays that fall on Sunday are observed on the following Monday.

## CONTRACT PRICES AND SCHEDULES

The hourly firm-fixed prices or rates shall include all costs for staffing, supervision, health and welfare benefits, holiday and vacation benefits, payroll taxes, employee and subcontractor markup, direct and indirect costs, overhead and profit, and escalation for each option period. The Government shall not pay or reimburse the Contractor for personnel, staffing, employee or subcontractor vacation, holiday (including Federal holidays) or sick leave or for any other benefits or absences, including lunch breaks, during an individual's assigned schedule or performance of services under this contract, whether or not such absence is directly or indirectly under the control of the government. The government shall not pay or reimburse the Contractor for effort worked or services performed outside or in addition to their assigned duty schedule, unless previously authorized. Subject to the COR or Designated Ordering official's advance approval, schedule duty or assigned days and hours may be changed, and a modification to the task order Will be issued on permanently revised schedule changes.

7. Reference Documents: Candidate Will be required to pass the HSPD t2 (Homeland Security Presidential Directive) security clearance process. This process will include providing information to begin the clearance process and full finger printing on form FD258. Candidate must receive a favorable clearance to be employed at the GSA Property Manager's Office.

## 8. Place of Performance and Description of Technical Environments:

The General Services Administration, Public Building Service, Syracuse Office located at 100 South Clinton Street, Syracuse, NY 13261

Technical Environment: Office, business setting.

## 9. Specific Statement of Work/Services:

### 9.1 Customer Service:

- Visitors are greeted in a professional and courteous manner. 0 Records service call requests from the tenant agencies on site and the appropriate contractor is dispatched.
- Service call logs are maintained.
- Quality assurance tracking is provided by calling tenants to measure service call results.
- Distribute correspondence to the tenant agencies.
- Bulletin boards are updated as requested.
- Unlock tenant office for authorized personnel.
- Conference room reservations are made for tenant agencies.
- Monitors conference room schedules daily and notifies custodial contractor when increased services are needed.
- Appointments and meetings are scheduled as requested by GSA personnel.

## 9.2 Telephone Service:

- Answers telephone promptly in a courteous, professional manner.
- Provides transfer assistance to the appropriate designation or provides a response if appropriate.
- As necessary, takes accurate and detailed written messages and distribute them promptly.
- Monitors voicemail and responds at first arrival and after each break period.
- Updates the main telephone extension voicemail greeting as needed.

## 9.8

All information pertaining to the operation of the building and the GSA office will be provided, including a list of telephone numbers and extensions.

### Mail Handling:

- Receives, opens, and distributes incoming mail on a daily basis. . Does NOT open mail specifically marked for the recipient such as Only or mail that is marked Confidential. Such marked mail is to be delivered promptly to the addressee.
- Collects outgoing mail and delivers to on site mail collection facility by the end of the duty shift daily.
- Postage processing equipment and procedures will be provided by GSA Property Management.
- Prepares packages, arranges for special shipping, and monitors tracking with overnight carriers such as Federal Express, etc.

### Word Processing and Data Entry Services:

- Prepares letters, memoranda, forms, data, spreadsheets, flyers, announcements, presentations, special or one-time reports, and miscellaneous items in final form ' using Microsoft Word, Microsoft Excel, Microsoft PowerPoint, electronic mail, or electronic forms software on office computer or electric typewriter. Sample letters, forms, templates, and formats will be provided by GSA.

### Filing Service:

- Place or replace items in appropriate files in accordance with the current filing system.
- Retrieve files as requested.
- Makes new files as necessary.

### Facsimile Service:

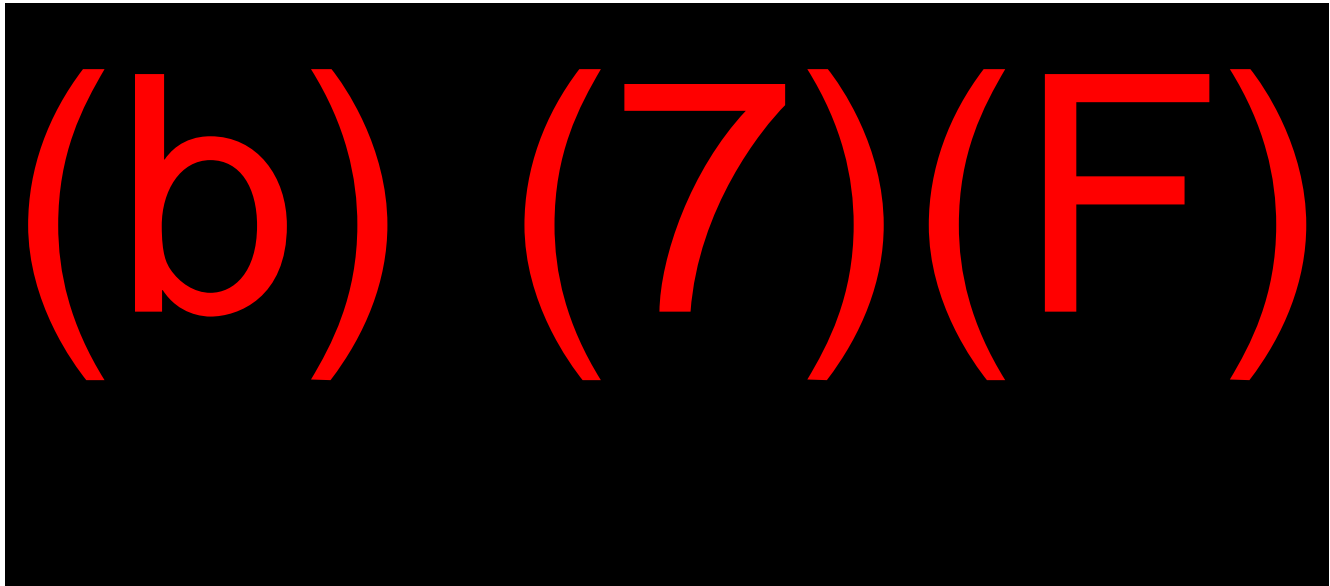
- Collects and distributes faxes.
- Fax documents as requested by the originator.
- Verify the receipt of outgoing faxes by status reports printed by the facsimile machine
- Provides originators with documentation and status report of faxes send and received.
- Frequently monitors and refill paper supply.



#### Photocopying Service:

- Make photocopies using office copier.
- Utilizes appropriate copier options such as double sided copying, sorting, stapling, reduction, and enlargement.
- Request for copies will specify number and distribution, or follow prescribed distribution codes which will be made available for reference.
- Frequently monitors and refill paper supply.

#### Security Clearance Processing:



#### Procurement Service:

- Candidate will develop a good understanding of the overall procurement process and become familiar with GSA procurement databases as determined necessary by the Senior Property Manager.
- This will include the RWA (Reimbursable Work Authorization) program and databases that support it. Candidate may be required to assist directly in maintaining and monitoring the RWA program.

#### Miscellaneous Support-Service:

- GSA Conference rooms are scheduled.
- Maintain Sign in out sheets for contractor keys.
- Collect and file completed sheets;
- Contact office equipment vendor as necessary for service support.
- Notify aforementioned contact personnel before going on break or lunch so that adequate coverage can be provided.
- Take pictures of tenants for Building Identification badges and assemble badges.
- Operate scanner as requested.
- Maintain office supply inventory and advise when ordering is necessary.
- Special projects are completed as needed.

## Additional Coverage

The contractor is responsible for providing alternate coverage during the Customer Service Representatives vacations and other planned or unplanned absences. The CSR from one location cannot be used to cover the absences of the CSR from the other location under this contract.

Approval for short term absences with no alternate coverage for less than 5 hours will be considered but will require written consent from the COR or GSA on-site manager. If such a lack of coverage is approved by either the COR or the GSA on-site manager; a deduction per-hour equal to the fully loaded hourly rate may be considered for the period of 'no-coverage'.

Candidates to be used for alternate coverage must be capable of performing rudimentary tasks of a professional office. These tasks will include answering phones, delivering messages, operating office equipment such as fax machines, typing, and will be able to operate the computer located at the CSR workstation.

## **SCOPE OF WORK UPSTATE SERVICE CENTER (JAMES M. HANLEY US COURTHOUSE & FEDERAL BUILDING):**

The vendor shall furnish a Secretary level II (per US. Department of Labor Employment Standards Administration Wage Hour Division for each location), to staff the Upstate New York Service Center Program Analyst desk and provide support for the GSA Upstate New York Service Center Director at the James M. Hanley US. Courthouse and Federal Building. (one Secretary level II). This individual will provide administrative support and clerical tasks, in accordance with the quality standards specified below. GSA will furnish the equipment and supplies utilized in these tasks. The agreement requires one (1) person to accomplish the following tasks for GSA from 7:30 am to 4:00 pm, unless directed otherwise, Monday through Friday, excluding the Federal holidays defined elsewhere in this document.

Staffing Requirement is One (1) full time Secretary Level II.

## DUTY HOURS AND HOLIDAYS

Duty hours are Monday through Friday, 8:00 AM to 4:30 PM, with a one-half (1/2) hour lunch break. Work shall not be required on the following Federal Holidays or days observed in lieu thereof:

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
Presidents Day	Veterans Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

As per Department of Labor Wage Determination 05-2383 (Rev.-7) for Onondaga County, Good Friday shall also be observed in the Syracuse location as a paid holiday but the worker may use it as a floating holiday.

Included with these traditional holidays, any holiday decreed by executive order (such as the death of former presidents) shall also be observed and the worker shall be compensated for that time as they are the regular holidays.

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		Wage Determination No.: 2005-2367
Diane C. Koplewski	Division of	Revision No.: 13
Director	Wage Determinations	Date Of Revision: 06/19/2013

Area: New York Counties of Albany, Columbia, Fulton, Greene, Montgomery, Rensselaer, Saratoga, Schenectady, Schoharie, Warren, Washington

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		13.81
01012 - Accounting Clerk II		15.49
01013 - Accounting Clerk III		17.36
01020 - Administrative Assistant		19.63
01040 - Court Reporter		24.28
01051 - Data Entry Operator I		12.77
01052 - Data Entry Operator II		14.43
01060 - Dispatcher, Motor Vehicle		17.06
01070 - Document Preparation Clerk		13.37
01090 - Duplicating Machine Operator		13.37
01111 - General Clerk I		12.34
01112 - General Clerk II		13.47
01113 - General Clerk III		15.11
01120 - Housing Referral Assistant		17.42
01141 - Messenger Courier		11.76
01191 - Order Clerk I		13.32
01192 - Order Clerk II		14.54
01261 - Personnel Assistant (Employment) I		14.63
01262 - Personnel Assistant (Employment) II		16.36
01263 - Personnel Assistant (Employment) III		18.24
01270 - Production Control Clerk		21.51
01280 - Receptionist		11.76
01290 - Rental Clerk		13.56
01300 - Scheduler, Maintenance		14.73
01311 - Secretary I		14.73
01312 - Secretary II		16.48
01313 - Secretary III		18.38
01320 - Service Order Dispatcher		15.81
01410 - Supply Technician		19.62
01420 - Survey Worker		15.79
01531 - Travel Clerk I		11.42
01532 - Travel Clerk II		12.32
01533 - Travel Clerk III		13.23
01611 - Word Processor I		13.26
01612 - Word Processor II		14.90

01613 - Word Processor III	16.66
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	18.34
05010 - Automotive Electrician	17.60
05040 - Automotive Glass Installer	16.87
05070 - Automotive Worker	16.87
05110 - Mobile Equipment Servicer	15.41
05130 - Motor Equipment Metal Mechanic	18.34
05160 - Motor Equipment Metal Worker	16.87
05190 - Motor Vehicle Mechanic	19.75
05220 - Motor Vehicle Mechanic Helper	14.49
05250 - Motor Vehicle Upholstery Worker	16.14
05280 - Motor Vehicle Wrecker	16.87
05310 - Painter, Automotive	18.03
05340 - Radiator Repair Specialist	16.87
05370 - Tire Repairer	14.61
05400 - Transmission Repair Specialist	18.34
07000 - Food Preparation And Service Occupations	
07010 - Baker	13.73
07041 - Cook I	12.80
07042 - Cook II	14.06
07070 - Dishwasher	8.57
07130 - Food Service Worker	9.61
07210 - Meat Cutter	15.19
07260 - Waiter/Waitress	9.24
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	19.76
09040 - Furniture Handler	13.47
09080 - Furniture Refinisher	19.76
09090 - Furniture Refinisher Helper	16.01
09110 - Furniture Repairer, Minor	18.19
09130 - Upholsterer	19.11
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	11.11
11060 - Elevator Operator	11.11
11090 - Gardener	15.33
11122 - Housekeeping Aide	12.07
11150 - Janitor	12.07
11210 - Laborer, Grounds Maintenance	11.82
11240 - Maid or Houseman	9.68
11260 - Pruner	11.40
11270 - Tractor Operator	14.25
11330 - Trail Maintenance Worker	11.82
11360 - Window Cleaner	12.75
12000 - Health Occupations	
12010 - Ambulance Driver	15.26
12011 - Breath Alcohol Technician	17.63
12012 - Certified Occupational Therapist Assistant	18.98
12015 - Certified Physical Therapist Assistant	22.24
12020 - Dental Assistant	16.16
12025 - Dental Hygienist	29.79
12030 - EKG Technician	21.84
12035 - Electroneurodiagnostic Technologist	22.67
12040 - Emergency Medical Technician	15.26
12071 - Licensed Practical Nurse I	15.76
12072 - Licensed Practical Nurse II	17.63
12073 - Licensed Practical Nurse III	19.66

12100 - Medical Assistant	13.68
12130 - Medical Laboratory Technician	17.65
12160 - Medical Record Clerk	13.68
12190 - Medical Record Technician	16.38
12195 - Medical Transcriptionist	16.19
12210 - Nuclear Medicine Technologist	33.64
12221 - Nursing Assistant I	10.61
12222 - Nursing Assistant II	11.93
12223 - Nursing Assistant III	13.02
12224 - Nursing Assistant IV	14.61
12235 - Optical Dispenser	18.79
12236 - Optical Technician	17.61
12250 - Pharmacy Technician	13.86
12280 - Phlebotomist	14.61
12305 - Radiologic Technologist	25.48
12311 - Registered Nurse I	22.63
12312 - Registered Nurse II	27.69
12313 - Registered Nurse II, Specialist	27.69
12314 - Registered Nurse III	33.50
12315 - Registered Nurse III, Anesthetist	33.50
12316 - Registered Nurse IV	40.15
12317 - Scheduler (Drug and Alcohol Testing)	21.85
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	20.39
13012 - Exhibits Specialist II	25.27
13013 - Exhibits Specialist III	30.91
13041 - Illustrator I	21.59
13042 - Illustrator II	26.76
13043 - Illustrator III	33.49
13047 - Librarian	29.12
13050 - Library Aide/Clerk	12.75
13054 - Library Information Technology Systems Administrator	23.85
13058 - Library Technician	15.27
13061 - Media Specialist I	17.67
13062 - Media Specialist II	19.76
13063 - Media Specialist III	22.03
13071 - Photographer I	16.02
13072 - Photographer II	20.38
13073 - Photographer III	25.24
13074 - Photographer IV	31.60
13075 - Photographer V	36.65
13110 - Video Teleconference Technician	20.61
14000 - Information Technology Occupations	
14041 - Computer Operator I	15.64
14042 - Computer Operator II	17.49
14043 - Computer Operator III	20.68
14044 - Computer Operator IV	22.89
14045 - Computer Operator V	25.40
14071 - Computer Programmer I	19.79
14072 - Computer Programmer II	24.29
14073 - Computer Programmer III	(see 1)
14074 - Computer Programmer IV	(see 1)
14101 - Computer Systems Analyst I	(see 1)
14102 - Computer Systems Analyst II	(see 1)
14103 - Computer Systems Analyst III	(see 1)
14150 - Peripheral Equipment Operator	15.64

14160 - Personal Computer Support Technician	22.89
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	30.50
15020 - Aircrew Training Devices Instructor (Rated)	33.57
15030 - Air Crew Training Devices Instructor (Pilot)	39.22
15050 - Computer Based Training Specialist / Instructor	28.63
15060 - Educational Technologist	26.69
15070 - Flight Instructor (Pilot)	39.22
15080 - Graphic Artist	21.56
15090 - Technical Instructor	19.93
15095 - Technical Instructor/Course Developer	24.38
15110 - Test Proctor	16.08
15120 - Tutor	16.08
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	8.70
16030 - Counter Attendant	8.70
16040 - Dry Cleaner	10.09
16070 - Finisher, Flatwork, Machine	8.70
16090 - Presser, Hand	8.70
16110 - Presser, Machine, Drycleaning	8.70
16130 - Presser, Machine, Shirts	8.70
16160 - Presser, Machine, Wearing Apparel, Laundry	8.70
16190 - Sewing Machine Operator	10.69
16220 - Tailor	11.29
16250 - Washer, Machine	9.12
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	18.48
19040 - Tool And Die Maker	22.69
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	16.64
21030 - Material Coordinator	20.72
21040 - Material Expediter	20.72
21050 - Material Handling Laborer	14.63
21071 - Order Filler	13.63
21080 - Production Line Worker (Food Processing)	16.84
21110 - Shipping Packer	14.27
21130 - Shipping/Receiving Clerk	14.27
21140 - Store Worker I	11.88
21150 - Stock Clerk	16.52
21210 - Tools And Parts Attendant	16.64
21410 - Warehouse Specialist	16.64
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	27.23
23021 - Aircraft Mechanic I	26.30
23022 - Aircraft Mechanic II	27.23
23023 - Aircraft Mechanic III	28.26
23040 - Aircraft Mechanic Helper	20.47
23050 - Aircraft, Painter	25.05
23060 - Aircraft Servicer	23.28
23080 - Aircraft Worker	24.27
23110 - Appliance Mechanic	19.76
23120 - Bicycle Repairer	15.21
23125 - Cable Splicer	30.33
23130 - Carpenter, Maintenance	19.42
23140 - Carpet Layer	21.35
23160 - Electrician, Maintenance	23.15
23181 - Electronics Technician Maintenance I	21.20

23182 - Electronics Technician Maintenance II	22.57
23183 - Electronics Technician Maintenance III	23.77
23260 - Fabric Worker	20.12
23290 - Fire Alarm System Mechanic	21.14
23310 - Fire Extinguisher Repairer	18.66
23311 - Fuel Distribution System Mechanic	27.70
23312 - Fuel Distribution System Operator	23.63
23370 - General Maintenance Worker	17.24
23380 - Ground Support Equipment Mechanic	26.30
23381 - Ground Support Equipment Servicer	23.28
23382 - Ground Support Equipment Worker	24.27
23391 - Gunsmith I	18.33
23392 - Gunsmith II	21.35
23393 - Gunsmith III	23.94
23410 - Heating, Ventilation And Air-Conditioning Mechanic	18.89
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	19.55
23430 - Heavy Equipment Mechanic	20.53
23440 - Heavy Equipment Operator	22.51
23460 - Instrument Mechanic	28.61
23465 - Laboratory/Shelter Mechanic	22.73
23470 - Laborer	12.18
23510 - Locksmith	19.98
23530 - Machinery Maintenance Mechanic	24.92
23550 - Machinist, Maintenance	20.44
23580 - Maintenance Trades Helper	15.64
23591 - Metrology Technician I	28.61
23592 - Metrology Technician II	29.61
23593 - Metrology Technician III	30.75
23640 - Millwright	26.51
23710 - Office Appliance Repairer	20.69
23760 - Painter, Maintenance	19.76
23790 - Pipefitter, Maintenance	25.17
23810 - Plumber, Maintenance	21.19
23820 - Pneudraulic Systems Mechanic	23.94
23850 - Rigger	23.94
23870 - Scale Mechanic	21.35
23890 - Sheet-Metal Worker, Maintenance	23.75
23910 - Small Engine Mechanic	17.24
23931 - Telecommunications Mechanic I	29.59
23932 - Telecommunications Mechanic II	30.64
23950 - Telephone Lineman	29.59
23960 - Welder, Combination, Maintenance	20.57
23965 - Well Driller	21.16
23970 - Woodcraft Worker	23.94
23980 - Woodworker	17.31
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	10.09
24580 - Child Care Center Clerk	12.58
24610 - Chore Aide	10.56
24620 - Family Readiness And Support Services Coordinator	14.29
24630 - Homemaker	15.05
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	24.11
25040 - Sewage Plant Operator	19.64



25070 - Stationary Engineer	24.11
25190 - Ventilation Equipment Tender	16.73
25210 - Water Treatment Plant Operator	19.64
27000 - Protective Service Occupations	
27004 - Alarm Monitor	17.85
27007 - Baggage Inspector	12.63
27008 - Corrections Officer	23.40
27010 - Court Security Officer	22.02
27030 - Detection Dog Handler	18.45
27040 - Detention Officer	23.40
27070 - Firefighter	21.69
27101 - Guard I	12.63
27102 - Guard II	16.99
27131 - Police Officer I	23.40
27132 - Police Officer II	26.00
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	11.82
28042 - Carnival Equipment Repairer	12.80
28043 - Carnival Equipment Worker	8.92
28210 - Gate Attendant/Gate Tender	13.69
28310 - Lifeguard	11.01
28350 - Park Attendant (Aide)	15.66
28510 - Recreation Aide/Health Facility Attendant	11.35
28515 - Recreation Specialist	14.29
28630 - Sports Official	12.47
28690 - Swimming Pool Operator	16.24
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	22.09
29020 - Hatch Tender	22.09
29030 - Line Handler	22.09
29041 - Stevedore I	21.85
29042 - Stevedore II	24.04
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (see 2)	35.77
30011 - Air Traffic Control Specialist, Station (HFO) (see 2)	24.66
30012 - Air Traffic Control Specialist, Terminal (HFO) (see 2)	27.15
30021 - Archeological Technician I	15.74
30022 - Archeological Technician II	17.61
30023 - Archeological Technician III	21.81
30030 - Cartographic Technician	21.81
30040 - Civil Engineering Technician	23.09
30061 - Drafter/CAD Operator I	15.74
30062 - Drafter/CAD Operator II	17.61
30063 - Drafter/CAD Operator III	19.65
30064 - Drafter/CAD Operator IV	24.17
30081 - Engineering Technician I	15.61
30082 - Engineering Technician II	17.52
30083 - Engineering Technician III	19.60
30084 - Engineering Technician IV	24.29
30085 - Engineering Technician V	29.71
30086 - Engineering Technician VI	35.94
30090 - Environmental Technician	20.92
30210 - Laboratory Technician	20.77
30240 - Mathematical Technician	21.81
30361 - Paralegal/Legal Assistant I	16.72
30362 - Paralegal/Legal Assistant II	19.83
30363 - Paralegal/Legal Assistant III	23.43

30364 - Paralegal/Legal Assistant IV	29.35
30390 - Photo-Optics Technician	21.81
30461 - Technical Writer I	21.46
30462 - Technical Writer II	26.24
30463 - Technical Writer III	30.21
30491 - Unexploded Ordnance (UXO) Technician I	22.74
30492 - Unexploded Ordnance (UXO) Technician II	27.51
30493 - Unexploded Ordnance (UXO) Technician III	32.97
30494 - Unexploded (UXO) Safety Escort	22.74
30495 - Unexploded (UXO) Sweep Personnel	22.74
30620 - Weather Observer, Combined Upper Air Or Surface Programs	(see 2) 19.65
30621 - Weather Observer, Senior	(see 2) 21.81
31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	13.56
31030 - Bus Driver	18.39
31043 - Driver Courier	13.87
31260 - Parking and Lot Attendant	10.86
31290 - Shuttle Bus Driver	13.65
31310 - Taxi Driver	11.52
31361 - Truckdriver, Light	13.65
31362 - Truckdriver, Medium	15.55
31363 - Truckdriver, Heavy	19.04
31364 - Truckdriver, Tractor-Trailer	19.04
99000 - Miscellaneous Occupations	
99030 - Cashier	8.94
99050 - Desk Clerk	10.66
99095 - Embalmer	23.67
99251 - Laboratory Animal Caretaker I	12.00
99252 - Laboratory Animal Caretaker II	13.04
99310 - Mortician	31.14
99410 - Pest Controller	16.25
99510 - Photofinishing Worker	13.41
99710 - Recycling Laborer	16.50
99711 - Recycling Specialist	19.47
99730 - Refuse Collector	14.79
99810 - Sales Clerk	12.24
99820 - School Crossing Guard	10.89
99830 - Survey Party Chief	21.63
99831 - Surveying Aide	12.89
99832 - Surveying Technician	19.67
99840 - Vending Machine Attendant	13.40
99841 - Vending Machine Repairer	15.96
99842 - Vending Machine Repairer Helper	13.40

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ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$3.81 per hour or \$152.40 per week or \$660.40 per month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 8 years, 4 weeks after 15 years, and 5 weeks after 25 years.

Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year: New Year's Day, Martin Luther King Jr.'s Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

THE OCCUPATIONS WHICH HAVE NUMBERED FOOTNOTES IN PARENTHESES RECEIVE THE FOLLOWING:

1) COMPUTER EMPLOYEES: Under the SCA at section 8(b), this wage determination does not apply to any employee who individually qualifies as a bona fide executive, administrative, or professional employee as defined in 29 C.F.R. Part 541. Because most Computer System Analysts and Computer Programmers who are compensated at a rate not less than \$27.63 (or on a salary or fee basis at a rate not less than \$455 per week) an hour would likely qualify as exempt computer professionals, (29 C.F.R. 541.400) wage rates may not be listed on this wage determination for all occupations within those job families. In addition, because this wage determination may not list a wage rate for some or all occupations within those job families if the survey data indicates that the prevailing wage rate for the occupation equals or exceeds \$27.63 per hour conformances may be necessary for certain nonexempt employees. For example, if an individual employee is nonexempt but nevertheless performs duties within the scope of one of the Computer Systems Analyst or Computer Programmer occupations for which this wage determination does not specify an SCA wage rate, then the wage rate for that employee must be conformed in accordance with the conformance procedures described in the conformance note included on this wage determination.

Additionally, because job titles vary widely and change quickly in the computer industry, job titles are not determinative of the application of the computer professional exemption. Therefore, the exemption applies only to computer employees who satisfy the compensation requirements and whose primary duty consists of:

- (1) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;
- (2) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;
- (3) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or
- (4) A combination of the aforementioned duties, the performance of which requires the same level of skills. (29 C.F.R. 541.400).

2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives.

Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

**\*\* UNIFORM ALLOWANCE \*\***

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition, April 2006, unless otherwise indicated. Copies of the Directory are available on the Internet. A links to the Directory may be found on the WHD home page at <http://www.dol.gov/esa/whd/> or through the Wage Determinations On-Line (WDOL) Web site at <http://wdol.gov/>.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444 (SF 1444)}

## Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C) (vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour decision to the contractor.
- 6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.

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		Wage Determination No.: 2005-2371
Diane C. Koplewski	Division of	Revision No.: 15
Director	Wage Determinations	Date Of Revision: 06/19/2013

Area: New York Counties of Allegany, Cattaraugus, Chautauqua, Erie, Niagara, Wyoming

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		13.52
01012 - Accounting Clerk II		15.17
01013 - Accounting Clerk III		17.39
01020 - Administrative Assistant		23.11
01040 - Court Reporter		18.95
01051 - Data Entry Operator I		14.30
01052 - Data Entry Operator II		15.61
01060 - Dispatcher, Motor Vehicle		15.86
01070 - Document Preparation Clerk		12.75
01090 - Duplicating Machine Operator		12.75
01111 - General Clerk I		12.37
01112 - General Clerk II		13.50
01113 - General Clerk III		15.23
01120 - Housing Referral Assistant		23.17
01141 - Messenger Courier		11.85
01191 - Order Clerk I		13.39
01192 - Order Clerk II		14.61
01261 - Personnel Assistant (Employment) I		15.23
01262 - Personnel Assistant (Employment) II		16.19
01263 - Personnel Assistant (Employment) III		19.97
01270 - Production Control Clerk		21.15
01280 - Receptionist		12.75
01290 - Rental Clerk		15.23
01300 - Scheduler, Maintenance		18.57
01311 - Secretary I		18.57
01312 - Secretary II		20.77
01313 - Secretary III		23.17
01320 - Service Order Dispatcher		14.59
01410 - Supply Technician		23.11
01420 - Survey Worker		15.84
01531 - Travel Clerk I		11.74
01532 - Travel Clerk II		12.41
01533 - Travel Clerk III		13.09
01611 - Word Processor I		14.97
01612 - Word Processor II		15.93

01613 - Word Processor III	17.82
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	22.34
05010 - Automotive Electrician	21.67
05040 - Automotive Glass Installer	20.85
05070 - Automotive Worker	20.85
05110 - Mobile Equipment Servicer	19.45
05130 - Motor Equipment Metal Mechanic	22.34
05160 - Motor Equipment Metal Worker	20.85
05190 - Motor Vehicle Mechanic	22.34
05220 - Motor Vehicle Mechanic Helper	18.03
05250 - Motor Vehicle Upholstery Worker	20.11
05280 - Motor Vehicle Wrecker	20.85
05310 - Painter, Automotive	21.67
05340 - Radiator Repair Specialist	20.85
05370 - Tire Repairer	18.78
05400 - Transmission Repair Specialist	22.34
07000 - Food Preparation And Service Occupations	
07010 - Baker	11.15
07041 - Cook I	10.89
07042 - Cook II	12.01
07070 - Dishwasher	8.75
07130 - Food Service Worker	9.13
07210 - Meat Cutter	15.63
07260 - Waiter/Waitress	9.87
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	22.34
09040 - Furniture Handler	17.51
09080 - Furniture Refinisher	22.34
09090 - Furniture Refinisher Helper	19.23
09110 - Furniture Repairer, Minor	20.73
09130 - Upholsterer	22.34
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	10.18
11060 - Elevator Operator	10.18
11090 - Gardener	16.78
11122 - Housekeeping Aide	11.01
11150 - Janitor	12.70
11210 - Laborer, Grounds Maintenance	14.30
11240 - Maid or Houseman	9.95
11260 - Pruner	13.27
11270 - Tractor Operator	16.13
11330 - Trail Maintenance Worker	14.30
11360 - Window Cleaner	13.24
12000 - Health Occupations	
12010 - Ambulance Driver	14.91
12011 - Breath Alcohol Technician	16.34
12012 - Certified Occupational Therapist Assistant	20.38
12015 - Certified Physical Therapist Assistant	20.38
12020 - Dental Assistant	14.92
12025 - Dental Hygienist	29.85
12030 - EKG Technician	24.71
12035 - Electroneurodiagnostic Technologist	24.71
12040 - Emergency Medical Technician	14.91
12071 - Licensed Practical Nurse I	15.18
12072 - Licensed Practical Nurse II	16.98
12073 - Licensed Practical Nurse III	18.94

12100 - Medical Assistant	13.94
12130 - Medical Laboratory Technician	19.46
12160 - Medical Record Clerk	15.23
12190 - Medical Record Technician	17.04
12195 - Medical Transcriptionist	14.23
12210 - Nuclear Medicine Technologist	32.82
12221 - Nursing Assistant I	10.56
12222 - Nursing Assistant II	11.87
12223 - Nursing Assistant III	12.95
12224 - Nursing Assistant IV	14.54
12235 - Optical Dispenser	19.63
12236 - Optical Technician	14.37
12250 - Pharmacy Technician	14.75
12280 - Phlebotomist	14.54
12305 - Radiologic Technologist	23.53
12311 - Registered Nurse I	23.63
12312 - Registered Nurse II	28.90
12313 - Registered Nurse II, Specialist	28.90
12314 - Registered Nurse III	34.96
12315 - Registered Nurse III, Anesthetist	34.96
12316 - Registered Nurse IV	41.90
12317 - Scheduler (Drug and Alcohol Testing)	21.04
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	18.91
13012 - Exhibits Specialist II	23.40
13013 - Exhibits Specialist III	28.53
13041 - Illustrator I	19.84
13042 - Illustrator II	24.54
13043 - Illustrator III	29.93
13047 - Librarian	26.64
13050 - Library Aide/Clerk	13.31
13054 - Library Information Technology Systems Administrator	23.38
13058 - Library Technician	15.75
13061 - Media Specialist I	17.36
13062 - Media Specialist II	19.42
13063 - Media Specialist III	21.66
13071 - Photographer I	14.07
13072 - Photographer II	17.34
13073 - Photographer III	21.45
13074 - Photographer IV	26.17
13075 - Photographer V	31.74
13110 - Video Teleconference Technician	18.61
14000 - Information Technology Occupations	
14041 - Computer Operator I	15.40
14042 - Computer Operator II	17.23
14043 - Computer Operator III	20.20
14044 - Computer Operator IV	23.94
14045 - Computer Operator V	26.51
14071 - Computer Programmer I	20.28
14072 - Computer Programmer II	25.12
14073 - Computer Programmer III	(see 1)
14074 - Computer Programmer IV	(see 1)
14101 - Computer Systems Analyst I	(see 1)
14102 - Computer Systems Analyst II	(see 1)
14103 - Computer Systems Analyst III	(see 1)
14150 - Peripheral Equipment Operator	15.40



14160 - Personal Computer Support Technician	23.94
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	28.63
15020 - Aircrew Training Devices Instructor (Rated)	34.64
15030 - Air Crew Training Devices Instructor (Pilot)	41.52
15050 - Computer Based Training Specialist / Instructor	28.63
15060 - Educational Technologist	27.34
15070 - Flight Instructor (Pilot)	41.52
15080 - Graphic Artist	19.69
15090 - Technical Instructor	21.43
15095 - Technical Instructor/Course Developer	26.22
15110 - Test Proctor	17.30
15120 - Tutor	17.30
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	8.71
16030 - Counter Attendant	8.71
16040 - Dry Cleaner	10.34
16070 - Finisher, Flatwork, Machine	8.71
16090 - Presser, Hand	8.71
16110 - Presser, Machine, Drycleaning	8.71
16130 - Presser, Machine, Shirts	8.71
16160 - Presser, Machine, Wearing Apparel, Laundry	8.71
16190 - Sewing Machine Operator	10.91
16220 - Tailor	11.48
16250 - Washer, Machine	9.25
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	23.93
19040 - Tool And Die Maker	27.13
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	18.06
21030 - Material Coordinator	21.15
21040 - Material Expediter	21.15
21050 - Material Handling Laborer	17.74
21071 - Order Filler	15.19
21080 - Production Line Worker (Food Processing)	18.06
21110 - Shipping Packer	14.98
21130 - Shipping/Receiving Clerk	13.00
21140 - Store Worker I	15.51
21150 - Stock Clerk	19.51
21210 - Tools And Parts Attendant	18.06
21410 - Warehouse Specialist	18.06
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	26.70
23021 - Aircraft Mechanic I	25.80
23022 - Aircraft Mechanic II	26.70
23023 - Aircraft Mechanic III	27.47
23040 - Aircraft Mechanic Helper	21.36
23050 - Aircraft, Painter	25.00
23060 - Aircraft Servicer	23.29
23080 - Aircraft Worker	24.13
23110 - Appliance Mechanic	21.25
23120 - Bicycle Repairer	18.98
23125 - Cable Splicer	28.97
23130 - Carpenter, Maintenance	20.64
23140 - Carpet Layer	21.57
23160 - Electrician, Maintenance	25.51
23181 - Electronics Technician Maintenance I	22.23

23182 - Electronics Technician Maintenance II	23.02
23183 - Electronics Technician Maintenance III	23.84
23260 - Fabric Worker	20.80
23290 - Fire Alarm System Mechanic	22.21
23310 - Fire Extinguisher Repairer	19.91
23311 - Fuel Distribution System Mechanic	29.69
23312 - Fuel Distribution System Operator	22.98
23370 - General Maintenance Worker	20.01
23380 - Ground Support Equipment Mechanic	25.80
23381 - Ground Support Equipment Servicer	23.29
23382 - Ground Support Equipment Worker	24.13
23391 - Gunsmith I	19.91
23392 - Gunsmith II	21.57
23393 - Gunsmith III	23.16
23410 - Heating, Ventilation And Air-Conditioning Mechanic	21.28
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	23.06
23430 - Heavy Equipment Mechanic	22.33
23440 - Heavy Equipment Operator	23.80
23460 - Instrument Mechanic	23.40
23465 - Laboratory/Shelter Mechanic	22.36
23470 - Laborer	13.61
23510 - Locksmith	20.64
23530 - Machinery Maintenance Mechanic	24.20
23550 - Machinist, Maintenance	21.28
23580 - Maintenance Trades Helper	18.51
23591 - Metrology Technician I	23.40
23592 - Metrology Technician II	24.24
23593 - Metrology Technician III	24.93
23640 - Millwright	32.96
23710 - Office Appliance Repairer	20.64
23760 - Painter, Maintenance	21.73
23790 - Pipefitter, Maintenance	25.74
23810 - Plumber, Maintenance	24.26
23820 - Pneudraulic Systems Mechanic	23.16
23850 - Rigger	23.16
23870 - Scale Mechanic	21.59
23890 - Sheet-Metal Worker, Maintenance	23.74
23910 - Small Engine Mechanic	19.86
23931 - Telecommunications Mechanic I	25.69
23932 - Telecommunications Mechanic II	26.60
23950 - Telephone Lineman	27.90
23960 - Welder, Combination, Maintenance	21.28
23965 - Well Driller	26.30
23970 - Woodcraft Worker	23.16
23980 - Woodworker	19.58
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	10.03
24580 - Child Care Center Clerk	12.55
24610 - Chore Aide	9.67
24620 - Family Readiness And Support Services Coordinator	13.06
24630 - Homemaker	14.23
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	21.43
25040 - Sewage Plant Operator	21.38

25070 - Stationary Engineer	21.43
25190 - Ventilation Equipment Tender	19.88
25210 - Water Treatment Plant Operator	21.38
27000 - Protective Service Occupations	
27004 - Alarm Monitor	18.39
27007 - Baggage Inspector	11.54
27008 - Corrections Officer	26.94
27010 - Court Security Officer	26.74
27030 - Detection Dog Handler	15.49
27040 - Detention Officer	26.94
27070 - Firefighter	24.94
27101 - Guard I	11.54
27102 - Guard II	15.49
27131 - Police Officer I	26.94
27132 - Police Officer II	29.94
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	10.88
28042 - Carnival Equipment Repairer	11.32
28043 - Carnival Equipment Worker	9.47
28210 - Gate Attendant/Gate Tender	12.14
28310 - Lifeguard	10.82
28350 - Park Attendant (Aide)	14.24
28510 - Recreation Aide/Health Facility Attendant	9.91
28515 - Recreation Specialist	15.38
28630 - Sports Official	11.34
28690 - Swimming Pool Operator	15.97
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	22.20
29020 - Hatch Tender	22.20
29030 - Line Handler	22.20
29041 - Stevedore I	21.39
29042 - Stevedore II	22.99
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (see 2)	35.77
30011 - Air Traffic Control Specialist, Station (HFO) (see 2)	24.66
30012 - Air Traffic Control Specialist, Terminal (HFO) (see 2)	27.17
30021 - Archeological Technician I	18.65
30022 - Archeological Technician II	20.86
30023 - Archeological Technician III	25.84
30030 - Cartographic Technician	25.84
30040 - Civil Engineering Technician	25.55
30061 - Drafter/CAD Operator I	18.65
30062 - Drafter/CAD Operator II	20.86
30063 - Drafter/CAD Operator III	23.26
30064 - Drafter/CAD Operator IV	28.63
30081 - Engineering Technician I	19.15
30082 - Engineering Technician II	21.49
30083 - Engineering Technician III	24.04
30084 - Engineering Technician IV	29.79
30085 - Engineering Technician V	36.44
30086 - Engineering Technician VI	37.46
30090 - Environmental Technician	18.48
30210 - Laboratory Technician	19.92
30240 - Mathematical Technician	25.84
30361 - Paralegal/Legal Assistant I	17.85
30362 - Paralegal/Legal Assistant II	22.12
30363 - Paralegal/Legal Assistant III	27.06

30364 - Paralegal/Legal Assistant IV	32.73
30390 - Photo-Optics Technician	25.84
30461 - Technical Writer I	22.06
30462 - Technical Writer II	26.98
30463 - Technical Writer III	33.08
30491 - Unexploded Ordnance (UXO) Technician I	22.74
30492 - Unexploded Ordnance (UXO) Technician II	27.51
30493 - Unexploded Ordnance (UXO) Technician III	32.91
30494 - Unexploded (UXO) Safety Escort	22.74
30495 - Unexploded (UXO) Sweep Personnel	22.74
30620 - Weather Observer, Combined Upper Air Or Surface Programs	(see 2) 23.26
30621 - Weather Observer, Senior	(see 2) 25.84
31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	13.34
31030 - Bus Driver	16.73
31043 - Driver Courier	16.62
31260 - Parking and Lot Attendant	10.85
31290 - Shuttle Bus Driver	17.39
31310 - Taxi Driver	12.54
31361 - Truckdriver, Light	17.39
31362 - Truckdriver, Medium	20.24
31363 - Truckdriver, Heavy	22.34
31364 - Truckdriver, Tractor-Trailer	22.34
99000 - Miscellaneous Occupations	
99030 - Cashier	10.21
99050 - Desk Clerk	10.47
99095 - Embalmer	25.38
99251 - Laboratory Animal Caretaker I	11.10
99252 - Laboratory Animal Caretaker II	11.61
99310 - Mortician	27.92
99410 - Pest Controller	18.06
99510 - Photofinishing Worker	13.18
99710 - Recycling Laborer	18.08
99711 - Recycling Specialist	20.60
99730 - Refuse Collector	16.80
99810 - Sales Clerk	12.42
99820 - School Crossing Guard	9.87
99830 - Survey Party Chief	20.38
99831 - Surveying Aide	10.53
99832 - Surveying Technician	16.55
99840 - Vending Machine Attendant	13.86
99841 - Vending Machine Repairer	17.25
99842 - Vending Machine Repairer Helper	14.77

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ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$3.81 per hour or \$152.40 per week or \$660.40 per month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 5 years, 4 weeks after 15 years, and 5 weeks after 25 years.

Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of eleven paid holidays per year: New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

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If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives.

Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

**\*\* UNIFORM ALLOWANCE \*\***

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition, April 2006, unless otherwise indicated. Copies of the Directory are available on the Internet. A links to the Directory may be found on the WHD home page at <http://www.dol.gov/esa/whd/> or through the Wage Determinations On-Line (WDOL) Web site at <http://wdol.gov/>.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444 (SF 1444)}

## Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C) (vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b) (2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour decision to the contractor.
- 6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.





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		Wage Determination No.: 2005-2377
Diane C. Koplewski	Division of	Revision No.: 12
Director	Wage Determinations	Date Of Revision: 06/19/2013

Area: New York Counties of Clinton, Essex, Franklin, Jefferson, Lewis, St  
Lawrence

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		13.75
01012 - Accounting Clerk II		16.07
01013 - Accounting Clerk III		17.96
01020 - Administrative Assistant		19.50
01040 - Court Reporter		20.25
01051 - Data Entry Operator I		12.75
01052 - Data Entry Operator II		13.91
01060 - Dispatcher, Motor Vehicle		14.87
01070 - Document Preparation Clerk		11.24
01090 - Duplicating Machine Operator		12.04
01111 - General Clerk I		11.64
01112 - General Clerk II		12.70
01113 - General Clerk III		14.26
01120 - Housing Referral Assistant		16.85
01141 - Messenger Courier		11.05
01191 - Order Clerk I		11.66
01192 - Order Clerk II		12.72
01261 - Personnel Assistant (Employment) I		13.90
01262 - Personnel Assistant (Employment) II		15.55
01263 - Personnel Assistant (Employment) III		17.34
01270 - Production Control Clerk		18.94
01280 - Receptionist		11.64
01290 - Rental Clerk		12.33
01300 - Scheduler, Maintenance		13.51
01311 - Secretary I		13.51
01312 - Secretary II		15.11
01313 - Secretary III		16.85
01320 - Service Order Dispatcher		12.67
01410 - Supply Technician		18.73
01420 - Survey Worker		13.27
01531 - Travel Clerk I		11.42
01532 - Travel Clerk II		12.32
01533 - Travel Clerk III		13.23
01611 - Word Processor I		12.57
01612 - Word Processor II		14.11

01613 - Word Processor III	15.78
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	19.17
05010 - Automotive Electrician	18.42
05040 - Automotive Glass Installer	17.71
05070 - Automotive Worker	17.71
05110 - Mobile Equipment Servicer	16.32
05130 - Motor Equipment Metal Mechanic	19.17
05160 - Motor Equipment Metal Worker	17.71
05190 - Motor Vehicle Mechanic	19.17
05220 - Motor Vehicle Mechanic Helper	15.62
05250 - Motor Vehicle Upholstery Worker	17.02
05280 - Motor Vehicle Wrecker	17.71
05310 - Painter, Automotive	18.42
05340 - Radiator Repair Specialist	17.71
05370 - Tire Repairer	15.01
05400 - Transmission Repair Specialist	19.17
07000 - Food Preparation And Service Occupations	
07010 - Baker	15.88
07041 - Cook I	14.40
07042 - Cook II	15.88
07070 - Dishwasher	11.69
07130 - Food Service Worker	11.69
07210 - Meat Cutter	15.88
07260 - Waiter/Waitress	12.36
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	17.31
09040 - Furniture Handler	13.32
09080 - Furniture Refinisher	17.31
09090 - Furniture Refinisher Helper	14.66
09110 - Furniture Repairer, Minor	15.97
09130 - Upholsterer	17.31
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	11.71
11060 - Elevator Operator	13.43
11090 - Gardener	14.78
11122 - Housekeeping Aide	11.71
11150 - Janitor	11.71
11210 - Laborer, Grounds Maintenance	12.48
11240 - Maid or Houseman	11.01
11260 - Pruner	11.71
11270 - Tractor Operator	14.01
11330 - Trail Maintenance Worker	12.48
11360 - Window Cleaner	12.48
12000 - Health Occupations	
12010 - Ambulance Driver	13.86
12011 - Breath Alcohol Technician	15.48
12012 - Certified Occupational Therapist Assistant	18.21
12015 - Certified Physical Therapist Assistant	16.54
12020 - Dental Assistant	14.10
12025 - Dental Hygienist	28.28
12030 - EKG Technician	19.97
12035 - Electroneurodiagnostic Technologist	19.97
12040 - Emergency Medical Technician	13.86
12071 - Licensed Practical Nurse I	14.09
12072 - Licensed Practical Nurse II	15.76
12073 - Licensed Practical Nurse III	17.58

12100 - Medical Assistant	13.76
12130 - Medical Laboratory Technician	18.18
12160 - Medical Record Clerk	13.92
12190 - Medical Record Technician	15.43
12195 - Medical Transcriptionist	14.70
12210 - Nuclear Medicine Technologist	34.55
12221 - Nursing Assistant I	9.58
12222 - Nursing Assistant II	10.77
12223 - Nursing Assistant III	11.75
12224 - Nursing Assistant IV	13.19
12235 - Optical Dispenser	18.88
12236 - Optical Technician	12.92
12250 - Pharmacy Technician	14.75
12280 - Phlebotomist	13.19
12305 - Radiologic Technologist	23.17
12311 - Registered Nurse I	21.50
12312 - Registered Nurse II	26.25
12313 - Registered Nurse II, Specialist	26.25
12314 - Registered Nurse III	31.76
12315 - Registered Nurse III, Anesthetist	31.76
12316 - Registered Nurse IV	38.06
12317 - Scheduler (Drug and Alcohol Testing)	19.16
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	18.82
13012 - Exhibits Specialist II	23.32
13013 - Exhibits Specialist III	28.53
13041 - Illustrator I	18.82
13042 - Illustrator II	23.32
13043 - Illustrator III	28.53
13047 - Librarian	25.82
13050 - Library Aide/Clerk	11.29
13054 - Library Information Technology Systems Administrator	23.32
13058 - Library Technician	16.71
13061 - Media Specialist I	16.82
13062 - Media Specialist II	18.82
13063 - Media Specialist III	20.99
13071 - Photographer I	14.66
13072 - Photographer II	15.95
13073 - Photographer III	20.32
13074 - Photographer IV	24.86
13075 - Photographer V	30.07
13110 - Video Teleconference Technician	19.73
14000 - Information Technology Occupations	
14041 - Computer Operator I	14.30
14042 - Computer Operator II	15.44
14043 - Computer Operator III	17.83
14044 - Computer Operator IV	19.81
14045 - Computer Operator V	21.93
14071 - Computer Programmer I	(see 1) 19.43
14072 - Computer Programmer II	(see 1) 24.08
14073 - Computer Programmer III	(see 1)
14074 - Computer Programmer IV	(see 1)
14101 - Computer Systems Analyst I	(see 1)
14102 - Computer Systems Analyst II	(see 1)
14103 - Computer Systems Analyst III	(see 1)
14150 - Peripheral Equipment Operator	14.30

14160 - Personal Computer Support Technician	19.81
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	29.11
15020 - Aircrew Training Devices Instructor (Rated)	35.60
15030 - Air Crew Training Devices Instructor (Pilot)	42.21
15050 - Computer Based Training Specialist / Instructor	29.11
15060 - Educational Technologist	25.67
15070 - Flight Instructor (Pilot)	42.21
15080 - Graphic Artist	20.38
15090 - Technical Instructor	19.48
15095 - Technical Instructor/Course Developer	23.83
15110 - Test Proctor	15.72
15120 - Tutor	15.72
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	8.70
16030 - Counter Attendant	8.70
16040 - Dry Cleaner	10.09
16070 - Finisher, Flatwork, Machine	8.70
16090 - Presser, Hand	8.70
16110 - Presser, Machine, Drycleaning	8.70
16130 - Presser, Machine, Shirts	8.70
16160 - Presser, Machine, Wearing Apparel, Laundry	8.70
16190 - Sewing Machine Operator	10.69
16220 - Tailor	11.29
16250 - Washer, Machine	9.12
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	20.65
19040 - Tool And Die Maker	24.37
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	14.40
21030 - Material Coordinator	18.94
21040 - Material Expediter	18.94
21050 - Material Handling Laborer	12.57
21071 - Order Filler	12.84
21080 - Production Line Worker (Food Processing)	14.40
21110 - Shipping Packer	12.84
21130 - Shipping/Receiving Clerk	12.84
21140 - Store Worker I	13.20
21150 - Stock Clerk	16.00
21210 - Tools And Parts Attendant	14.40
21410 - Warehouse Specialist	14.40
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	23.30
23021 - Aircraft Mechanic I	22.34
23022 - Aircraft Mechanic II	23.30
23023 - Aircraft Mechanic III	24.27
23040 - Aircraft Mechanic Helper	18.31
23050 - Aircraft, Painter	21.40
23060 - Aircraft Servicer	20.40
23080 - Aircraft Worker	20.97
23110 - Appliance Mechanic	17.38
23120 - Bicycle Repairer	14.16
23125 - Cable Splicer	31.24
23130 - Carpenter, Maintenance	18.55
23140 - Carpet Layer	20.42
23160 - Electrician, Maintenance	25.61
23181 - Electronics Technician Maintenance I	20.09

23182 - Electronics Technician Maintenance II	21.03
23183 - Electronics Technician Maintenance III	22.00
23260 - Fabric Worker	19.28
23290 - Fire Alarm System Mechanic	21.83
23310 - Fire Extinguisher Repairer	18.51
23311 - Fuel Distribution System Mechanic	29.96
23312 - Fuel Distribution System Operator	21.46
23370 - General Maintenance Worker	18.59
23380 - Ground Support Equipment Mechanic	22.34
23381 - Ground Support Equipment Servicer	20.40
23382 - Ground Support Equipment Worker	20.97
23391 - Gunsmith I	18.51
23392 - Gunsmith II	20.42
23393 - Gunsmith III	22.34
23410 - Heating, Ventilation And Air-Conditioning Mechanic	19.53
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	20.50
23430 - Heavy Equipment Mechanic	20.95
23440 - Heavy Equipment Operator	20.42
23460 - Instrument Mechanic	22.34
23465 - Laboratory/Shelter Mechanic	21.37
23470 - Laborer	12.57
23510 - Locksmith	21.20
23530 - Machinery Maintenance Mechanic	21.02
23550 - Machinist, Maintenance	19.53
23580 - Maintenance Trades Helper	15.42
23591 - Metrology Technician I	22.34
23592 - Metrology Technician II	23.30
23593 - Metrology Technician III	24.27
23640 - Millwright	24.61
23710 - Office Appliance Repairer	19.46
23760 - Painter, Maintenance	19.46
23790 - Pipefitter, Maintenance	26.73
23810 - Plumber, Maintenance	22.48
23820 - Pneudraulic Systems Mechanic	22.34
23850 - Rigger	22.34
23870 - Scale Mechanic	20.42
23890 - Sheet-Metal Worker, Maintenance	23.60
23910 - Small Engine Mechanic	17.49
23931 - Telecommunications Mechanic I	26.66
23932 - Telecommunications Mechanic II	27.60
23950 - Telephone Lineman	31.26
23960 - Welder, Combination, Maintenance	20.34
23965 - Well Driller	20.41
23970 - Woodcraft Worker	22.34
23980 - Woodworker	16.85
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	12.54
24580 - Child Care Center Clerk	16.78
24610 - Chore Aide	11.95
24620 - Family Readiness And Support Services Coordinator	15.66
24630 - Homemaker	18.19
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	22.35
25040 - Sewage Plant Operator	18.15

25070 - Stationary Engineer	22.35
25190 - Ventilation Equipment Tender	17.56
25210 - Water Treatment Plant Operator	18.15
27000 - Protective Service Occupations	
27004 - Alarm Monitor	15.47
27007 - Baggage Inspector	12.92
27008 - Corrections Officer	25.94
27010 - Court Security Officer	22.91
27030 - Detection Dog Handler	14.57
27040 - Detention Officer	25.94
27070 - Firefighter	22.83
27101 - Guard I	12.92
27102 - Guard II	14.57
27131 - Police Officer I	21.11
27132 - Police Officer II	23.46
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	15.06
28042 - Carnival Equipment Repairer	15.81
28043 - Carnival Equipment Worker	12.86
28210 - Gate Attendant/Gate Tender	15.26
28310 - Lifeguard	12.11
28350 - Park Attendant (Aide)	17.07
28510 - Recreation Aide/Health Facility Attendant	12.47
28515 - Recreation Specialist	21.04
28630 - Sports Official	13.60
28690 - Swimming Pool Operator	18.99
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	19.61
29020 - Hatch Tender	19.39
29030 - Line Handler	19.61
29041 - Stevedore I	19.63
29042 - Stevedore II	22.41
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (see 2)	35.77
30011 - Air Traffic Control Specialist, Station (HFO) (see 2)	24.66
30012 - Air Traffic Control Specialist, Terminal (HFO) (see 2)	27.16
30021 - Archeological Technician I	15.91
30022 - Archeological Technician II	17.80
30023 - Archeological Technician III	22.04
30030 - Cartographic Technician	22.04
30040 - Civil Engineering Technician	20.49
30061 - Drafter/CAD Operator I	15.91
30062 - Drafter/CAD Operator II	17.80
30063 - Drafter/CAD Operator III	19.85
30064 - Drafter/CAD Operator IV	24.42
30081 - Engineering Technician I	15.29
30082 - Engineering Technician II	17.15
30083 - Engineering Technician III	19.19
30084 - Engineering Technician IV	23.78
30085 - Engineering Technician V	29.09
30086 - Engineering Technician VI	35.19
30090 - Environmental Technician	20.49
30210 - Laboratory Technician	19.89
30240 - Mathematical Technician	22.04
30361 - Paralegal/Legal Assistant I	19.44
30362 - Paralegal/Legal Assistant II	24.08
30363 - Paralegal/Legal Assistant III	29.45

30364 - Paralegal/Legal Assistant IV	35.64
30390 - Photo-Optics Technician	22.04
30461 - Technical Writer I	21.61
30462 - Technical Writer II	26.44
30463 - Technical Writer III	31.98
30491 - Unexploded Ordnance (UXO) Technician I	22.74
30492 - Unexploded Ordnance (UXO) Technician II	27.51
30493 - Unexploded Ordnance (UXO) Technician III	32.97
30494 - Unexploded (UXO) Safety Escort	22.74
30495 - Unexploded (UXO) Sweep Personnel	22.74
30620 - Weather Observer, Combined Upper Air Or Surface Programs	(see 2) 19.85
30621 - Weather Observer, Senior	(see 2) 22.04
31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	10.07
31030 - Bus Driver	12.53
31043 - Driver Courier	12.38
31260 - Parking and Lot Attendant	10.49
31290 - Shuttle Bus Driver	13.06
31310 - Taxi Driver	12.07
31361 - Truckdriver, Light	13.06
31362 - Truckdriver, Medium	14.11
31363 - Truckdriver, Heavy	16.87
31364 - Truckdriver, Tractor-Trailer	16.87
99000 - Miscellaneous Occupations	
99030 - Cashier	8.62
99050 - Desk Clerk	11.85
99095 - Embalmer	22.80
99251 - Laboratory Animal Caretaker I	13.01
99252 - Laboratory Animal Caretaker II	13.72
99310 - Mortician	22.80
99410 - Pest Controller	18.76
99510 - Photofinishing Worker	11.95
99710 - Recycling Laborer	13.94
99711 - Recycling Specialist	15.65
99730 - Refuse Collector	13.08
99810 - Sales Clerk	11.79
99820 - School Crossing Guard	11.69
99830 - Survey Party Chief	21.06
99831 - Surveying Aide	12.18
99832 - Surveying Technician	16.70
99840 - Vending Machine Attendant	15.06
99841 - Vending Machine Repairer	17.26
99842 - Vending Machine Repairer Helper	15.06

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ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$3.81 per hour or \$152.40 per week or \$660.40 per month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 5 years, and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or

successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of eleven paid holidays per year: New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

THE OCCUPATIONS WHICH HAVE NUMBERED FOOTNOTES IN PARENTHESES RECEIVE THE FOLLOWING:

1) COMPUTER EMPLOYEES: Under the SCA at section 8(b), this wage determination does not apply to any employee who individually qualifies as a bona fide executive, administrative, or professional employee as defined in 29 C.F.R. Part 541. Because most Computer System Analysts and Computer Programmers who are compensated at a rate not less than \$27.63 (or on a salary or fee basis at a rate not less than \$455 per week) an hour would likely qualify as exempt computer professionals, (29 C.F.R. 541.400) wage rates may not be listed on this wage determination for all occupations within those job families. In addition, because this wage determination may not list a wage rate for some or all occupations within those job families if the survey data indicates that the prevailing wage rate for the occupation equals or exceeds \$27.63 per hour conformances may be necessary for certain nonexempt employees. For example, if an individual employee is nonexempt but nevertheless performs duties within the scope of one of the Computer Systems Analyst or Computer Programmer occupations for which this wage determination does not specify an SCA wage rate, then the wage rate for that employee must be conformed in accordance with the conformance procedures described in the conformance note included on this wage determination.

Additionally, because job titles vary widely and change quickly in the computer industry, job titles are not determinative of the application of the computer professional exemption. Therefore, the exemption applies only to computer employees who satisfy the compensation requirements and whose primary duty consists of:

- (1) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;
- (2) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;
- (3) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or
- (4) A combination of the aforementioned duties, the performance of which requires the same level of skills. (29 C.F.R. 541.400).

2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).



HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives.

Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

**\*\* UNIFORM ALLOWANCE \*\***

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

**\*\* NOTES APPLYING TO THIS WAGE DETERMINATION \*\***

Under the policy and guidance contained in All Agency Memorandum No. 159, the Wage and Hour Division does not recognize, for section 4(c) purposes, prospective wage rates and fringe benefit provisions that are effective only upon such contingencies as "approval of Wage and Hour, issuance of a wage determination, incorporation of the wage determination in the contract, adjusting the contract price, etc." (The relevant CBA section) in the collective bargaining agreement between (the parties) contains contingency language that Wage and Hour does not recognize as reflecting

"arm's length negotiation" under section 4(c) of the Act and 29 C.F.R. 5.11(a) of the regulations. This wage determination therefore reflects the actual CBA wage rates and fringe benefits paid under the predecessor contract.

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition, April 2006, unless otherwise indicated. Copies of the Directory are available on the Internet. A links to the Directory may be found on the WHD home page at <http://www.dol.gov/esa/whd/> or through the Wage Determinations On-Line (WDOL) Web site at <http://wdol.gov/>.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444 (SF 1444)}

#### Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C) (vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour decision to the contractor.

6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.

WD 05-2373 (Rev.-13) was first posted on www.wdol.gov on 06/25/2013

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REGISTER OF WAGE DETERMINATIONS UNDER		U.S. DEPARTMENT OF LABOR
THE SERVICE CONTRACT ACT		EMPLOYMENT STANDARDS ADMINISTRATION
By direction of the Secretary of Labor		WAGE AND HOUR DIVISION
		WASHINGTON D.C. 20210

Diane C. Koplewski	Division of		Wage Determination No.: 2005-2373
Director	Wage Determinations		Revision No.: 13
			Date Of Revision: 06/19/2013

State: New York

Area: New York Counties of Nassau, Suffolk

\*\*Fringe Benefits Required Follow the Occupational Listing\*\*

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		15.11
01012 - Accounting Clerk II		19.61
01013 - Accounting Clerk III		21.89
01020 - Administrative Assistant		30.93
01040 - Court Reporter		21.64
01051 - Data Entry Operator I		14.71
01052 - Data Entry Operator II		16.05
01060 - Dispatcher, Motor Vehicle		25.79
01070 - Document Preparation Clerk		15.56
01090 - Duplicating Machine Operator		15.56
01111 - General Clerk I		14.82
01112 - General Clerk II		17.49
01113 - General Clerk III		18.82
01120 - Housing Referral Assistant		26.92
01141 - Messenger Courier		12.92
01191 - Order Clerk I		19.59
01192 - Order Clerk II		20.45
01261 - Personnel Assistant (Employment) I		18.96
01262 - Personnel Assistant (Employment) II		21.22
01263 - Personnel Assistant (Employment) III		23.66
01270 - Production Control Clerk		23.51
01280 - Receptionist		15.67
01290 - Rental Clerk		18.04
01300 - Scheduler, Maintenance		21.57
01311 - Secretary I		21.57
01312 - Secretary II		24.82
01313 - Secretary III		26.92
01320 - Service Order Dispatcher		20.50
01410 - Supply Technician		30.93
01420 - Survey Worker		21.64
01531 - Travel Clerk I		15.98
01532 - Travel Clerk II		17.31
01533 - Travel Clerk III		18.79
01611 - Word Processor I		17.62
01612 - Word Processor II		20.16
01613 - Word Processor III		22.13

05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	28.50
05010 - Automotive Electrician	28.50
05040 - Automotive Glass Installer	27.31
05070 - Automotive Worker	27.31
05110 - Mobile Equipment Servicer	20.80
05130 - Motor Equipment Metal Mechanic	29.80
05160 - Motor Equipment Metal Worker	27.31
05190 - Motor Vehicle Mechanic	29.68
05220 - Motor Vehicle Mechanic Helper	23.15
05250 - Motor Vehicle Upholstery Worker	26.12
05280 - Motor Vehicle Wrecker	27.31
05310 - Painter, Automotive	28.50
05340 - Radiator Repair Specialist	27.31
05370 - Tire Repairer	16.69
05400 - Transmission Repair Specialist	29.68
07000 - Food Preparation And Service Occupations	
07010 - Baker	18.55
07041 - Cook I	16.75
07042 - Cook II	18.23
07070 - Dishwasher	13.67
07130 - Food Service Worker	13.67
07210 - Meat Cutter	22.64
07260 - Waiter/Waitress	14.45
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	22.16
09040 - Furniture Handler	16.83
09080 - Furniture Refinisher	22.16
09090 - Furniture Refinisher Helper	18.01
09110 - Furniture Repairer, Minor	20.37
09130 - Upholsterer	22.16
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	13.67
11060 - Elevator Operator	13.67
11090 - Gardener	18.74
11122 - Housekeeping Aide	15.70
11150 - Janitor	15.70
11210 - Laborer, Grounds Maintenance	15.89
11240 - Maid or Houseman	13.68
11260 - Pruner	14.75
11270 - Tractor Operator	18.02
11330 - Trail Maintenance Worker	15.89
11360 - Window Cleaner	18.07
12000 - Health Occupations	
12010 - Ambulance Driver	25.29
12011 - Breath Alcohol Technician	24.87
12012 - Certified Occupational Therapist Assistant	24.12
12015 - Certified Physical Therapist Assistant	22.28
12020 - Dental Assistant	16.75
12025 - Dental Hygienist	35.31
12030 - EKG Technician	28.65
12035 - Electroneurodiagnostic Technologist	28.65
12040 - Emergency Medical Technician	25.29
12071 - Licensed Practical Nurse I	23.69
12072 - Licensed Practical Nurse II	24.34
12073 - Licensed Practical Nurse III	24.48
12100 - Medical Assistant	16.66

12130 - Medical Laboratory Technician	23.34
12160 - Medical Record Clerk	18.71
12190 - Medical Record Technician	20.55
12195 - Medical Transcriptionist	19.43
12210 - Nuclear Medicine Technologist	36.93
12221 - Nursing Assistant I	13.17
12222 - Nursing Assistant II	14.72
12223 - Nursing Assistant III	15.82
12224 - Nursing Assistant IV	16.79
12235 - Optical Dispenser	24.64
12236 - Optical Technician	16.64
12250 - Pharmacy Technician	15.87
12280 - Phlebotomist	23.02
12305 - Radiologic Technologist	28.08
12311 - Registered Nurse I	32.76
12312 - Registered Nurse II	38.41
12313 - Registered Nurse II, Specialist	38.41
12314 - Registered Nurse III	49.39
12315 - Registered Nurse III, Anesthetist	49.39
12316 - Registered Nurse IV	59.22
12317 - Scheduler (Drug and Alcohol Testing)	26.17
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	27.03
13012 - Exhibits Specialist II	33.49
13013 - Exhibits Specialist III	40.95
13041 - Illustrator I	28.35
13042 - Illustrator II	33.23
13043 - Illustrator III	40.66
13047 - Librarian	37.25
13050 - Library Aide/Clerk	15.79
13054 - Library Information Technology Systems Administrator	32.65
13058 - Library Technician	25.62
13061 - Media Specialist I	23.57
13062 - Media Specialist II	26.35
13063 - Media Specialist III	29.39
13071 - Photographer I	21.29
13072 - Photographer II	24.62
13073 - Photographer III	32.88
13074 - Photographer IV	44.26
13075 - Photographer V	50.85
13110 - Video Teleconference Technician	24.33
14000 - Information Technology Occupations	
14041 - Computer Operator I	19.00
14042 - Computer Operator II	21.26
14043 - Computer Operator III	23.71
14044 - Computer Operator IV	26.35
14045 - Computer Operator V	29.17
14071 - Computer Programmer I	(see 1) 27.56
14072 - Computer Programmer II	(see 1)
14073 - Computer Programmer III	(see 1)
14074 - Computer Programmer IV	(see 1)
14101 - Computer Systems Analyst I	(see 1)
14102 - Computer Systems Analyst II	(see 1)
14103 - Computer Systems Analyst III	(see 1)
14150 - Peripheral Equipment Operator	19.00
14160 - Personal Computer Support Technician	26.35

15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	39.54
15020 - Aircrew Training Devices Instructor (Rated)	43.75
15030 - Air Crew Training Devices Instructor (Pilot)	52.46
15050 - Computer Based Training Specialist / Instructor	39.54
15060 - Educational Technologist	35.73
15070 - Flight Instructor (Pilot)	52.46
15080 - Graphic Artist	33.31
15090 - Technical Instructor	32.16
15095 - Technical Instructor/Course Developer	39.22
15110 - Test Proctor	25.56
15120 - Tutor	25.56
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	11.62
16030 - Counter Attendant	11.62
16040 - Dry Cleaner	14.30
16070 - Finisher, Flatwork, Machine	11.62
16090 - Presser, Hand	11.62
16110 - Presser, Machine, Drycleaning	11.62
16130 - Presser, Machine, Shirts	11.62
16160 - Presser, Machine, Wearing Apparel, Laundry	11.62
16190 - Sewing Machine Operator	15.19
16220 - Tailor	16.04
16250 - Washer, Machine	12.60
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	20.89
19040 - Tool And Die Maker	24.46
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	16.96
21030 - Material Coordinator	23.51
21040 - Material Expediter	23.51
21050 - Material Handling Laborer	14.62
21071 - Order Filler	16.34
21080 - Production Line Worker (Food Processing)	16.96
21110 - Shipping Packer	15.28
21130 - Shipping/Receiving Clerk	15.28
21140 - Store Worker I	15.06
21150 - Stock Clerk	18.88
21210 - Tools And Parts Attendant	16.96
21410 - Warehouse Specialist	16.96
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	29.63
23021 - Aircraft Mechanic I	27.11
23022 - Aircraft Mechanic II	29.58
23023 - Aircraft Mechanic III	30.72
23040 - Aircraft Mechanic Helper	21.90
23050 - Aircraft, Painter	25.88
23060 - Aircraft Servicer	24.23
23080 - Aircraft Worker	25.00
23110 - Appliance Mechanic	22.16
23120 - Bicycle Repairer	17.94
23125 - Cable Splicer	35.97
23130 - Carpenter, Maintenance	30.97
23140 - Carpet Layer	27.24
23160 - Electrician, Maintenance	37.18
23181 - Electronics Technician Maintenance I	24.19
23182 - Electronics Technician Maintenance II	27.39

23183 - Electronics Technician Maintenance III	28.51
23260 - Fabric Worker	25.82
23290 - Fire Alarm System Mechanic	21.92
23310 - Fire Extinguisher Repairer	22.51
23311 - Fuel Distribution System Mechanic	29.94
23312 - Fuel Distribution System Operator	27.20
23370 - General Maintenance Worker	24.67
23380 - Ground Support Equipment Mechanic	27.11
23381 - Ground Support Equipment Servicer	24.23
23382 - Ground Support Equipment Worker	25.00
23391 - Gunsmith I	22.51
23392 - Gunsmith II	25.12
23393 - Gunsmith III	27.25
23410 - Heating, Ventilation And Air-Conditioning Mechanic	26.97
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	28.93
23430 - Heavy Equipment Mechanic	26.10
23440 - Heavy Equipment Operator	34.30
23460 - Instrument Mechanic	30.86
23465 - Laboratory/Shelter Mechanic	26.21
23470 - Laborer	15.95
23510 - Locksmith	21.10
23530 - Machinery Maintenance Mechanic	23.95
23550 - Machinist, Maintenance	21.92
23580 - Maintenance Trades Helper	17.71
23591 - Metrology Technician I	30.86
23592 - Metrology Technician II	33.34
23593 - Metrology Technician III	32.75
23640 - Millwright	29.17
23710 - Office Appliance Repairer	21.80
23760 - Painter, Maintenance	26.70
23790 - Pipefitter, Maintenance	32.44
23810 - Plumber, Maintenance	31.23
23820 - Pneudraulic Systems Mechanic	27.25
23850 - Rigger	24.36
23870 - Scale Mechanic	25.12
23890 - Sheet-Metal Worker, Maintenance	29.81
23910 - Small Engine Mechanic	20.92
23931 - Telecommunications Mechanic I	30.91
23932 - Telecommunications Mechanic II	32.20
23950 - Telephone Lineman	33.44
23960 - Welder, Combination, Maintenance	24.11
23965 - Well Driller	22.73
23970 - Woodcraft Worker	27.25
23980 - Woodworker	20.43
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	13.05
24580 - Child Care Center Clerk	16.30
24610 - Chore Aide	12.79
24620 - Family Readiness And Support Services Coordinator	14.89
24630 - Homemaker	16.85
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	29.03
25040 - Sewage Plant Operator	25.19
25070 - Stationary Engineer	29.03



25190 - Ventilation Equipment Tender	23.71
25210 - Water Treatment Plant Operator	25.53
27000 - Protective Service Occupations	
27004 - Alarm Monitor	19.12
27007 - Baggage Inspector	17.98
27008 - Corrections Officer	30.97
27010 - Court Security Officer	30.66
27030 - Detection Dog Handler	20.36
27040 - Detention Officer	30.97
27070 - Firefighter	31.42
27101 - Guard I	17.98
27102 - Guard II	20.36
27131 - Police Officer I	32.37
27132 - Police Officer II	35.94
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	15.96
28042 - Carnival Equipment Repairer	16.75
28043 - Carnival Equipment Worker	13.67
28210 - Gate Attendant/Gate Tender	16.49
28310 - Lifeguard	14.63
28350 - Park Attendant (Aide)	18.46
28510 - Recreation Aide/Health Facility Attendant	18.95
28515 - Recreation Specialist	22.88
28630 - Sports Official	14.69
28690 - Swimming Pool Operator	20.98
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	27.64
29020 - Hatch Tender	27.64
29030 - Line Handler	27.64
29041 - Stevedore I	26.22
29042 - Stevedore II	32.85
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (see 2)	40.33
30011 - Air Traffic Control Specialist, Station (HFO) (see 2)	27.82
30012 - Air Traffic Control Specialist, Terminal (HFO) (see 2)	30.63
30021 - Archeological Technician I	22.43
30022 - Archeological Technician II	26.50
30023 - Archeological Technician III	31.09
30030 - Cartographic Technician	29.15
30040 - Civil Engineering Technician	25.21
30061 - Drafter/CAD Operator I	19.69
30062 - Drafter/CAD Operator II	26.50
30063 - Drafter/CAD Operator III	29.42
30064 - Drafter/CAD Operator IV	31.09
30081 - Engineering Technician I	19.98
30082 - Engineering Technician II	22.47
30083 - Engineering Technician III	25.28
30084 - Engineering Technician IV	31.22
30085 - Engineering Technician V	38.08
30086 - Engineering Technician VI	46.20
30090 - Environmental Technician	21.10
30210 - Laboratory Technician	21.37
30240 - Mathematical Technician	31.09
30361 - Paralegal/Legal Assistant I	23.36
30362 - Paralegal/Legal Assistant II	28.94
30363 - Paralegal/Legal Assistant III	35.39
30364 - Paralegal/Legal Assistant IV	42.84

30390 - Photo-Optics Technician	28.11
30461 - Technical Writer I	26.41
30462 - Technical Writer II	32.29
30463 - Technical Writer III	39.84
30491 - Unexploded Ordnance (UXO) Technician I	25.63
30492 - Unexploded Ordnance (UXO) Technician II	31.02
30493 - Unexploded Ordnance (UXO) Technician III	37.18
30494 - Unexploded (UXO) Safety Escort	25.63
30495 - Unexploded (UXO) Sweep Personnel	25.63
30620 - Weather Observer, Combined Upper Air Or Surface Programs	(see 2) 29.42
30621 - Weather Observer, Senior	(see 2) 27.27
31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	16.40
31030 - Bus Driver	19.89
31043 - Driver Courier	16.75
31260 - Parking and Lot Attendant	10.05
31290 - Shuttle Bus Driver	17.80
31310 - Taxi Driver	13.37
31361 - Truckdriver, Light	17.80
31362 - Truckdriver, Medium	18.87
31363 - Truckdriver, Heavy	24.52
31364 - Truckdriver, Tractor-Trailer	24.52
99000 - Miscellaneous Occupations	
99030 - Cashier	18.74
99050 - Desk Clerk	13.34
99095 - Embalmer	27.84
99251 - Laboratory Animal Caretaker I	15.21
99252 - Laboratory Animal Caretaker II	15.97
99310 - Mortician	34.64
99410 - Pest Controller	18.15
99510 - Photofinishing Worker	16.23
99710 - Recycling Laborer	19.78
99711 - Recycling Specialist	22.36
99730 - Refuse Collector	21.17
99810 - Sales Clerk	14.70
99820 - School Crossing Guard	15.04
99830 - Survey Party Chief	26.35
99831 - Surveying Aide	15.48
99832 - Surveying Technician	20.42
99840 - Vending Machine Attendant	23.41
99841 - Vending Machine Repairer	25.44
99842 - Vending Machine Repairer Helper	21.46

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ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$3.81 per hour or \$152.40 per week or \$660.40 per month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 5 years, 4 weeks after 15 years, and 5 weeks after 25 years.

Length of service includes the whole span of continuous service with the present

contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of eleven paid holidays per year: New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

THE OCCUPATIONS WHICH HAVE NUMBERED FOOTNOTES IN PARENTHESES RECEIVE THE FOLLOWING:

1) COMPUTER EMPLOYEES: Under the SCA at section 8(b), this wage determination does not apply to any employee who individually qualifies as a bona fide executive, administrative, or professional employee as defined in 29 C.F.R. Part 541. Because most Computer System Analysts and Computer Programmers who are compensated at a rate not less than \$27.63 (or on a salary or fee basis at a rate not less than \$455 per week) an hour would likely qualify as exempt computer professionals, (29 C.F.R. 541.400) wage rates may not be listed on this wage determination for all occupations within those job families. In addition, because this wage determination may not list a wage rate for some or all occupations within those job families if the survey data indicates that the prevailing wage rate for the occupation equals or exceeds \$27.63 per hour conformances may be necessary for certain nonexempt employees. For example, if an individual employee is nonexempt but nevertheless performs duties within the scope of one of the Computer Systems Analyst or Computer Programmer occupations for which this wage determination does not specify an SCA wage rate, then the wage rate for that employee must be conformed in accordance with the conformance procedures described in the conformance note included on this wage determination.

Additionally, because job titles vary widely and change quickly in the computer industry, job titles are not determinative of the application of the computer professional exemption. Therefore, the exemption applies only to computer employees who satisfy the compensation requirements and whose primary duty consists of:

(1) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;

(2) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;

(3) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or

(4) A combination of the aforementioned duties, the performance of which requires the same level of skills. (29 C.F.R. 541.400).

2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am.

If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives.

Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

**\*\* UNIFORM ALLOWANCE \*\***

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition, April 2006, unless otherwise indicated. Copies of the Directory are available on the Internet. A links to the Directory may be found on the WHD home page at <http://www.dol.gov/esa/whd/> or through the Wage Determinations On-Line (WDOL) Web site at <http://wdol.gov/>.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444 (SF 1444)}

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The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C) (vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour decision to the contractor.
- 6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.

WD 05-2353 (Rev.-13) was first posted on www.wdol.gov on 06/25/2013

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REGISTER OF WAGE DETERMINATIONS UNDER		U.S. DEPARTMENT OF LABOR
THE SERVICE CONTRACT ACT		EMPLOYMENT STANDARDS ADMINISTRATION
By direction of the Secretary of Labor		WAGE AND HOUR DIVISION
		WASHINGTON D.C. 20210

Diane C. Koplewski	Division of		Wage Determination No.: 2005-2353
Director	Wage Determinations		Revision No.: 13
			Date Of Revision: 06/19/2013

State: New Jersey

Area: New Jersey Counties of Essex, Hudson, Morris, Sussex, Union

\*\*Fringe Benefits Required Follow the Occupational Listing\*\*

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		15.11
01012 - Accounting Clerk II		19.61
01013 - Accounting Clerk III		21.89
01020 - Administrative Assistant		30.93
01040 - Court Reporter		21.64
01051 - Data Entry Operator I		14.71
01052 - Data Entry Operator II		16.05
01060 - Dispatcher, Motor Vehicle		25.79
01070 - Document Preparation Clerk		15.56
01090 - Duplicating Machine Operator		15.56
01111 - General Clerk I		14.82
01112 - General Clerk II		17.49
01113 - General Clerk III		19.01
01120 - Housing Referral Assistant		26.92
01141 - Messenger Courier		12.87
01191 - Order Clerk I		16.49
01192 - Order Clerk II		21.31
01261 - Personnel Assistant (Employment) I		18.96
01262 - Personnel Assistant (Employment) II		21.22
01263 - Personnel Assistant (Employment) III		23.66
01270 - Production Control Clerk		23.51
01280 - Receptionist		15.67
01290 - Rental Clerk		18.04
01300 - Scheduler, Maintenance		21.57
01311 - Secretary I		21.57
01312 - Secretary II		24.82
01313 - Secretary III		26.92
01320 - Service Order Dispatcher		20.50
01410 - Supply Technician		30.93
01420 - Survey Worker		21.64
01531 - Travel Clerk I		15.98
01532 - Travel Clerk II		17.31
01533 - Travel Clerk III		18.79
01611 - Word Processor I		17.62
01612 - Word Processor II		19.79
01613 - Word Processor III		22.13

05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	28.43
05010 - Automotive Electrician	28.50
05040 - Automotive Glass Installer	27.31
05070 - Automotive Worker	27.31
05110 - Mobile Equipment Servicer	24.42
05130 - Motor Equipment Metal Mechanic	29.68
05160 - Motor Equipment Metal Worker	27.31
05190 - Motor Vehicle Mechanic	29.68
05220 - Motor Vehicle Mechanic Helper	23.15
05250 - Motor Vehicle Upholstery Worker	26.12
05280 - Motor Vehicle Wrecker	27.31
05310 - Painter, Automotive	28.50
05340 - Radiator Repair Specialist	27.31
05370 - Tire Repairer	17.92
05400 - Transmission Repair Specialist	29.68
07000 - Food Preparation And Service Occupations	
07010 - Baker	17.64
07041 - Cook I	15.07
07042 - Cook II	16.80
07070 - Dishwasher	9.45
07130 - Food Service Worker	12.58
07210 - Meat Cutter	19.20
07260 - Waiter/Waitress	12.67
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	22.00
09040 - Furniture Handler	16.73
09080 - Furniture Refinisher	22.00
09090 - Furniture Refinisher Helper	18.56
09110 - Furniture Repairer, Minor	20.16
09130 - Upholsterer	22.00
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	12.85
11060 - Elevator Operator	12.85
11090 - Gardener	19.39
11122 - Housekeeping Aide	15.70
11150 - Janitor	15.70
11210 - Laborer, Grounds Maintenance	15.89
11240 - Maid or Houseman	13.34
11260 - Pruner	14.75
11270 - Tractor Operator	19.39
11330 - Trail Maintenance Worker	15.89
11360 - Window Cleaner	16.86
12000 - Health Occupations	
12010 - Ambulance Driver	22.53
12011 - Breath Alcohol Technician	22.61
12012 - Certified Occupational Therapist Assistant	24.12
12015 - Certified Physical Therapist Assistant	22.28
12020 - Dental Assistant	16.75
12025 - Dental Hygienist	35.31
12030 - EKG Technician	28.65
12035 - Electroneurodiagnostic Technologist	28.65
12040 - Emergency Medical Technician	22.53
12071 - Licensed Practical Nurse I	20.52
12072 - Licensed Practical Nurse II	24.34
12073 - Licensed Practical Nurse III	24.48
12100 - Medical Assistant	16.66

12130 - Medical Laboratory Technician	20.63
12160 - Medical Record Clerk	18.00
12190 - Medical Record Technician	20.55
12195 - Medical Transcriptionist	19.09
12210 - Nuclear Medicine Technologist	36.93
12221 - Nursing Assistant I	12.37
12222 - Nursing Assistant II	13.91
12223 - Nursing Assistant III	15.82
12224 - Nursing Assistant IV	16.79
12235 - Optical Dispenser	24.64
12236 - Optical Technician	16.64
12250 - Pharmacy Technician	14.58
12280 - Phlebotomist	16.79
12305 - Radiologic Technologist	28.08
12311 - Registered Nurse I	32.76
12312 - Registered Nurse II	38.41
12313 - Registered Nurse II, Specialist	38.41
12314 - Registered Nurse III	49.39
12315 - Registered Nurse III, Anesthetist	49.39
12316 - Registered Nurse IV	59.22
12317 - Scheduler (Drug and Alcohol Testing)	26.17
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	27.03
13012 - Exhibits Specialist II	33.49
13013 - Exhibits Specialist III	40.95
13041 - Illustrator I	26.51
13042 - Illustrator II	33.23
13043 - Illustrator III	40.60
13047 - Librarian	36.42
13050 - Library Aide/Clerk	15.79
13054 - Library Information Technology Systems Administrator	32.65
13058 - Library Technician	25.62
13061 - Media Specialist I	23.57
13062 - Media Specialist II	26.35
13063 - Media Specialist III	29.39
13071 - Photographer I	21.29
13072 - Photographer II	24.10
13073 - Photographer III	32.88
13074 - Photographer IV	41.88
13075 - Photographer V	50.02
13110 - Video Teleconference Technician	24.33
14000 - Information Technology Occupations	
14041 - Computer Operator I	19.00
14042 - Computer Operator II	21.26
14043 - Computer Operator III	23.71
14044 - Computer Operator IV	26.35
14045 - Computer Operator V	29.17
14071 - Computer Programmer I	(see 1) 27.56
14072 - Computer Programmer II	(see 1)
14073 - Computer Programmer III	(see 1)
14074 - Computer Programmer IV	(see 1)
14101 - Computer Systems Analyst I	(see 1)
14102 - Computer Systems Analyst II	(see 1)
14103 - Computer Systems Analyst III	(see 1)
14150 - Peripheral Equipment Operator	19.00
14160 - Personal Computer Support Technician	26.35



15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	39.54
15020 - Aircrew Training Devices Instructor (Rated)	43.75
15030 - Air Crew Training Devices Instructor (Pilot)	52.46
15050 - Computer Based Training Specialist / Instructor	39.54
15060 - Educational Technologist	35.73
15070 - Flight Instructor (Pilot)	52.46
15080 - Graphic Artist	31.85
15090 - Technical Instructor	30.07
15095 - Technical Instructor/Course Developer	36.67
15110 - Test Proctor	23.24
15120 - Tutor	23.24
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	11.62
16030 - Counter Attendant	11.62
16040 - Dry Cleaner	14.30
16070 - Finisher, Flatwork, Machine	11.62
16090 - Presser, Hand	11.62
16110 - Presser, Machine, Drycleaning	11.62
16130 - Presser, Machine, Shirts	11.62
16160 - Presser, Machine, Wearing Apparel, Laundry	11.62
16190 - Sewing Machine Operator	15.19
16220 - Tailor	16.04
16250 - Washer, Machine	12.60
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	20.89
19040 - Tool And Die Maker	30.07
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	17.28
21030 - Material Coordinator	23.51
21040 - Material Expediter	23.51
21050 - Material Handling Laborer	13.57
21071 - Order Filler	14.92
21080 - Production Line Worker (Food Processing)	17.28
21110 - Shipping Packer	15.28
21130 - Shipping/Receiving Clerk	15.28
21140 - Store Worker I	15.06
21150 - Stock Clerk	18.88
21210 - Tools And Parts Attendant	18.10
21410 - Warehouse Specialist	18.10
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	29.79
23021 - Aircraft Mechanic I	27.11
23022 - Aircraft Mechanic II	29.58
23023 - Aircraft Mechanic III	30.66
23040 - Aircraft Mechanic Helper	22.98
23050 - Aircraft, Painter	26.03
23060 - Aircraft Servicer	24.93
23080 - Aircraft Worker	26.07
23110 - Appliance Mechanic	23.37
23120 - Bicycle Repairer	17.92
23125 - Cable Splicer	36.53
23130 - Carpenter, Maintenance	29.89
23140 - Carpet Layer	27.98
23160 - Electrician, Maintenance	37.18
23181 - Electronics Technician Maintenance I	24.19
23182 - Electronics Technician Maintenance II	25.36

23183 - Electronics Technician Maintenance III	26.40
23260 - Fabric Worker	28.00
23290 - Fire Alarm System Mechanic	23.94
23310 - Fire Extinguisher Repairer	22.51
23311 - Fuel Distribution System Mechanic	29.00
23312 - Fuel Distribution System Operator	26.13
23370 - General Maintenance Worker	23.69
23380 - Ground Support Equipment Mechanic	27.11
23381 - Ground Support Equipment Servicer	24.93
23382 - Ground Support Equipment Worker	26.07
23391 - Gunsmith I	22.51
23392 - Gunsmith II	25.12
23393 - Gunsmith III	27.25
23410 - Heating, Ventilation And Air-Conditioning Mechanic	26.97
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	28.93
23430 - Heavy Equipment Mechanic	26.10
23440 - Heavy Equipment Operator	34.30
23460 - Instrument Mechanic	30.35
23465 - Laboratory/Shelter Mechanic	26.21
23470 - Laborer	13.74
23510 - Locksmith	20.95
23530 - Machinery Maintenance Mechanic	23.76
23550 - Machinist, Maintenance	19.79
23580 - Maintenance Trades Helper	15.09
23591 - Metrology Technician I	30.35
23592 - Metrology Technician II	31.54
23593 - Metrology Technician III	32.68
23640 - Millwright	30.87
23710 - Office Appliance Repairer	22.91
23760 - Painter, Maintenance	26.50
23790 - Pipefitter, Maintenance	31.12
23810 - Plumber, Maintenance	31.90
23820 - Pneudraulic Systems Mechanic	27.25
23850 - Rigger	25.59
23870 - Scale Mechanic	25.12
23890 - Sheet-Metal Worker, Maintenance	29.46
23910 - Small Engine Mechanic	20.07
23931 - Telecommunications Mechanic I	30.91
23932 - Telecommunications Mechanic II	32.20
23950 - Telephone Lineman	32.90
23960 - Welder, Combination, Maintenance	22.17
23965 - Well Driller	25.11
23970 - Woodcraft Worker	27.25
23980 - Woodworker	20.41
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	13.05
24580 - Child Care Center Clerk	16.41
24610 - Chore Aide	10.32
24620 - Family Readiness And Support Services Coordinator	14.59
24630 - Homemaker	20.13
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	29.03
25040 - Sewage Plant Operator	25.19
25070 - Stationary Engineer	29.03

25190 - Ventilation Equipment Tender	23.71
25210 - Water Treatment Plant Operator	25.36
27000 - Protective Service Occupations	
27004 - Alarm Monitor	19.12
27007 - Baggage Inspector	17.98
27008 - Corrections Officer	30.97
27010 - Court Security Officer	30.66
27030 - Detection Dog Handler	20.36
27040 - Detention Officer	30.97
27070 - Firefighter	31.42
27101 - Guard I	17.98
27102 - Guard II	20.36
27131 - Police Officer I	32.37
27132 - Police Officer II	35.94
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	13.27
28042 - Carnival Equipment Repairer	13.85
28043 - Carnival Equipment Worker	10.96
28210 - Gate Attendant/Gate Tender	16.49
28310 - Lifeguard	13.40
28350 - Park Attendant (Aide)	18.46
28510 - Recreation Aide/Health Facility Attendant	18.95
28515 - Recreation Specialist	22.88
28630 - Sports Official	14.69
28690 - Swimming Pool Operator	20.05
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	29.08
29020 - Hatch Tender	29.08
29030 - Line Handler	29.08
29041 - Stevedore I	27.56
29042 - Stevedore II	32.96
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (see 2)	40.33
30011 - Air Traffic Control Specialist, Station (HFO) (see 2)	27.82
30012 - Air Traffic Control Specialist, Terminal (HFO) (see 2)	30.63
30021 - Archeological Technician I	19.69
30022 - Archeological Technician II	22.02
30023 - Archeological Technician III	27.27
30030 - Cartographic Technician	27.27
30040 - Civil Engineering Technician	25.21
30061 - Drafter/CAD Operator I	19.69
30062 - Drafter/CAD Operator II	22.02
30063 - Drafter/CAD Operator III	24.55
30064 - Drafter/CAD Operator IV	30.20
30081 - Engineering Technician I	19.98
30082 - Engineering Technician II	22.47
30083 - Engineering Technician III	25.28
30084 - Engineering Technician IV	31.22
30085 - Engineering Technician V	38.08
30086 - Engineering Technician VI	46.20
30090 - Environmental Technician	21.65
30210 - Laboratory Technician	21.37
30240 - Mathematical Technician	27.04
30361 - Paralegal/Legal Assistant I	23.36
30362 - Paralegal/Legal Assistant II	28.94
30363 - Paralegal/Legal Assistant III	35.39
30364 - Paralegal/Legal Assistant IV	42.84

30390 - Photo-Optics Technician	27.27
30461 - Technical Writer I	26.41
30462 - Technical Writer II	32.29
30463 - Technical Writer III	39.16
30491 - Unexploded Ordnance (UXO) Technician I	25.63
30492 - Unexploded Ordnance (UXO) Technician II	31.02
30493 - Unexploded Ordnance (UXO) Technician III	37.18
30494 - Unexploded (UXO) Safety Escort	25.63
30495 - Unexploded (UXO) Sweep Personnel	25.63
30620 - Weather Observer, Combined Upper Air Or Surface Programs	(see 2) 24.55
30621 - Weather Observer, Senior	(see 2) 27.27
31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	16.40
31030 - Bus Driver	21.88
31043 - Driver Courier	18.39
31260 - Parking and Lot Attendant	10.05
31290 - Shuttle Bus Driver	17.81
31310 - Taxi Driver	13.23
31361 - Truckdriver, Light	19.53
31362 - Truckdriver, Medium	20.63
31363 - Truckdriver, Heavy	24.52
31364 - Truckdriver, Tractor-Trailer	24.52
99000 - Miscellaneous Occupations	
99030 - Cashier	10.53
99050 - Desk Clerk	13.34
99095 - Embalmer	30.19
99251 - Laboratory Animal Caretaker I	12.33
99252 - Laboratory Animal Caretaker II	13.11
99310 - Mortician	34.82
99410 - Pest Controller	17.08
99510 - Photofinishing Worker	16.23
99710 - Recycling Laborer	19.78
99711 - Recycling Specialist	22.59
99730 - Refuse Collector	18.36
99810 - Sales Clerk	14.70
99820 - School Crossing Guard	14.08
99830 - Survey Party Chief	22.53
99831 - Surveying Aide	16.33
99832 - Surveying Technician	20.42
99840 - Vending Machine Attendant	19.31
99841 - Vending Machine Repairer	22.06
99842 - Vending Machine Repairer Helper	19.31

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ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$3.81 per hour or \$152.40 per week or \$660.40 per month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 5 years, 4 weeks after 15 years, and 5 weeks after 25 years.

Length of service includes the whole span of continuous service with the present

contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of eleven paid holidays per year: New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

THE OCCUPATIONS WHICH HAVE NUMBERED FOOTNOTES IN PARENTHESES RECEIVE THE FOLLOWING:

1) COMPUTER EMPLOYEES: Under the SCA at section 8(b), this wage determination does not apply to any employee who individually qualifies as a bona fide executive, administrative, or professional employee as defined in 29 C.F.R. Part 541. Because most Computer System Analysts and Computer Programmers who are compensated at a rate not less than \$27.63 (or on a salary or fee basis at a rate not less than \$455 per week) an hour would likely qualify as exempt computer professionals, (29 C.F.R. 541.400) wage rates may not be listed on this wage determination for all occupations within those job families. In addition, because this wage determination may not list a wage rate for some or all occupations within those job families if the survey data indicates that the prevailing wage rate for the occupation equals or exceeds \$27.63 per hour conformances may be necessary for certain nonexempt employees. For example, if an individual employee is nonexempt but nevertheless performs duties within the scope of one of the Computer Systems Analyst or Computer Programmer occupations for which this wage determination does not specify an SCA wage rate, then the wage rate for that employee must be conformed in accordance with the conformance procedures described in the conformance note included on this wage determination.

Additionally, because job titles vary widely and change quickly in the computer industry, job titles are not determinative of the application of the computer professional exemption. Therefore, the exemption applies only to computer employees who satisfy the compensation requirements and whose primary duty consists of:

- (1) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;
- (2) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;
- (3) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or
- (4) A combination of the aforementioned duties, the performance of which requires the same level of skills. (29 C.F.R. 541.400).

2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives.

Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

**\*\* UNIFORM ALLOWANCE \*\***

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition, April 2006, unless otherwise indicated. Copies of the Directory are available on the Internet. A links to the Directory may be found on the WHD home page at <http://www.dol.gov/esa/whd/> or through the Wage Determinations On-Line (WDOL) Web site at <http://wdol.gov/>.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444 (SF 1444)}

## Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C) (vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour decision to the contractor.
- 6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.

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Janitor: The rate for the Janitor occupation applies to Putnam, Rockland, and Westchester Counties only. See Wage Determination 1977-0225 for wage rates and fringe benefits for Bronx, Kings, New York, Queens, and Richmond Counties.

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		15.11
01012 - Accounting Clerk II		19.61
01013 - Accounting Clerk III		21.89
01020 - Administrative Assistant		30.93
01040 - Court Reporter		21.64
01051 - Data Entry Operator I		14.71
01052 - Data Entry Operator II		16.05
01060 - Dispatcher, Motor Vehicle		25.79
01070 - Document Preparation Clerk		15.56
01090 - Duplicating Machine Operator		15.56
01111 - General Clerk I		14.82
01112 - General Clerk II		17.49
01113 - General Clerk III		18.82
01120 - Housing Referral Assistant		26.92
01141 - Messenger Courier		12.92
01191 - Order Clerk I		18.05
01192 - Order Clerk II		21.67
01261 - Personnel Assistant (Employment) I		18.96
01262 - Personnel Assistant (Employment) II		21.22
01263 - Personnel Assistant (Employment) III		23.66
01270 - Production Control Clerk		23.51
01280 - Receptionist		15.67
01290 - Rental Clerk		18.04
01300 - Scheduler, Maintenance		21.57
01311 - Secretary I		21.57
01312 - Secretary II		24.82
01313 - Secretary III		26.92
01320 - Service Order Dispatcher		20.50
01410 - Supply Technician		30.93



01420 - Survey Worker	21.64
01531 - Travel Clerk I	15.98
01532 - Travel Clerk II	17.31
01533 - Travel Clerk III	18.79
01611 - Word Processor I	17.62
01612 - Word Processor II	19.79
01613 - Word Processor III	22.13
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	28.29
05010 - Automotive Electrician	28.50
05040 - Automotive Glass Installer	27.31
05070 - Automotive Worker	27.31
05110 - Mobile Equipment Servicer	24.42
05130 - Motor Equipment Metal Mechanic	30.31
05160 - Motor Equipment Metal Worker	27.31
05190 - Motor Vehicle Mechanic	29.68
05220 - Motor Vehicle Mechanic Helper	23.15
05250 - Motor Vehicle Upholstery Worker	26.12
05280 - Motor Vehicle Wrecker	27.31
05310 - Painter, Automotive	28.50
05340 - Radiator Repair Specialist	27.31
05370 - Tire Repairer	18.22
05400 - Transmission Repair Specialist	29.68
07000 - Food Preparation And Service Occupations	
07010 - Baker	19.55
07041 - Cook I	17.97
07042 - Cook II	19.55
07070 - Dishwasher	14.67
07130 - Food Service Worker	14.67
07210 - Meat Cutter	19.55
07260 - Waiter/Waitress	15.50
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	21.14
09040 - Furniture Handler	16.07
09080 - Furniture Refinisher	21.14
09090 - Furniture Refinisher Helper	17.75
09110 - Furniture Repairer, Minor	19.44
09130 - Upholsterer	21.14
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	14.92
11060 - Elevator Operator	14.92
11090 - Gardener	18.74
11122 - Housekeeping Aide	15.70
11150 - Janitor	15.70
11210 - Laborer, Grounds Maintenance	15.89
11240 - Maid or Houseman	13.98
11260 - Pruner	14.75
11270 - Tractor Operator	18.02
11330 - Trail Maintenance Worker	15.89
11360 - Window Cleaner	16.95
12000 - Health Occupations	
12010 - Ambulance Driver	24.99
12011 - Breath Alcohol Technician	24.87
12012 - Certified Occupational Therapist Assistant	24.12
12015 - Certified Physical Therapist Assistant	22.28
12020 - Dental Assistant	16.75
12025 - Dental Hygienist	35.31

12030 - EKG Technician	28.65
12035 - Electroneurodiagnostic Technologist	28.65
12040 - Emergency Medical Technician	24.99
12071 - Licensed Practical Nurse I	21.76
12072 - Licensed Practical Nurse II	24.34
12073 - Licensed Practical Nurse III	24.48
12100 - Medical Assistant	16.66
12130 - Medical Laboratory Technician	20.63
12160 - Medical Record Clerk	18.00
12190 - Medical Record Technician	20.55
12195 - Medical Transcriptionist	19.01
12210 - Nuclear Medicine Technologist	36.93
12221 - Nursing Assistant I	12.37
12222 - Nursing Assistant II	14.72
12223 - Nursing Assistant III	15.82
12224 - Nursing Assistant IV	16.79
12235 - Optical Dispenser	24.64
12236 - Optical Technician	16.64
12250 - Pharmacy Technician	14.58
12280 - Phlebotomist	16.79
12305 - Radiologic Technologist	28.08
12311 - Registered Nurse I	32.76
12312 - Registered Nurse II	38.41
12313 - Registered Nurse II, Specialist	38.41
12314 - Registered Nurse III	49.39
12315 - Registered Nurse III, Anesthetist	49.39
12316 - Registered Nurse IV	59.22
12317 - Scheduler (Drug and Alcohol Testing)	26.17
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	27.03
13012 - Exhibits Specialist II	33.49
13013 - Exhibits Specialist III	40.95
13041 - Illustrator I	26.51
13042 - Illustrator II	32.31
13043 - Illustrator III	39.22
13047 - Librarian	37.25
13050 - Library Aide/Clerk	15.79
13054 - Library Information Technology Systems Administrator	32.65
13058 - Library Technician	25.62
13061 - Media Specialist I	23.57
13062 - Media Specialist II	26.35
13063 - Media Specialist III	29.39
13071 - Photographer I	21.29
13072 - Photographer II	24.10
13073 - Photographer III	32.88
13074 - Photographer IV	38.49
13075 - Photographer V	46.55
13110 - Video Teleconference Technician	24.33
14000 - Information Technology Occupations	
14041 - Computer Operator I	19.00
14042 - Computer Operator II	21.26
14043 - Computer Operator III	23.71
14044 - Computer Operator IV	26.94
14045 - Computer Operator V	29.17
14071 - Computer Programmer I	(see 1)
14072 - Computer Programmer II	(see 1)

14073 - Computer Programmer III	(see 1)	
14074 - Computer Programmer IV	(see 1)	
14101 - Computer Systems Analyst I	(see 1)	
14102 - Computer Systems Analyst II	(see 1)	
14103 - Computer Systems Analyst III	(see 1)	
14150 - Peripheral Equipment Operator		19.00
14160 - Personal Computer Support Technician		26.94
15000 - Instructional Occupations		
15010 - Aircrew Training Devices Instructor (Non-Rated)		39.54
15020 - Aircrew Training Devices Instructor (Rated)		43.75
15030 - Air Crew Training Devices Instructor (Pilot)		52.46
15050 - Computer Based Training Specialist / Instructor		39.54
15060 - Educational Technologist		33.02
15070 - Flight Instructor (Pilot)		52.46
15080 - Graphic Artist		35.27
15090 - Technical Instructor		31.44
15095 - Technical Instructor/Course Developer		38.34
15110 - Test Proctor		25.30
15120 - Tutor		25.30
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations		
16010 - Assembler		11.62
16030 - Counter Attendant		11.62
16040 - Dry Cleaner		14.30
16070 - Finisher, Flatwork, Machine		11.62
16090 - Presser, Hand		11.62
16110 - Presser, Machine, Drycleaning		11.62
16130 - Presser, Machine, Shirts		11.62
16160 - Presser, Machine, Wearing Apparel, Laundry		11.62
16190 - Sewing Machine Operator		15.19
16220 - Tailor		16.04
16250 - Washer, Machine		12.60
19000 - Machine Tool Operation And Repair Occupations		
19010 - Machine-Tool Operator (Tool Room)		20.89
19040 - Tool And Die Maker		24.21
21000 - Materials Handling And Packing Occupations		
21020 - Forklift Operator		16.96
21030 - Material Coordinator		23.51
21040 - Material Expediter		23.51
21050 - Material Handling Laborer		16.41
21071 - Order Filler		15.58
21080 - Production Line Worker (Food Processing)		16.96
21110 - Shipping Packer		15.28
21130 - Shipping/Receiving Clerk		15.28
21140 - Store Worker I		15.06
21150 - Stock Clerk		18.88
21210 - Tools And Parts Attendant		16.96
21410 - Warehouse Specialist		16.96
23000 - Mechanics And Maintenance And Repair Occupations		
23010 - Aerospace Structural Welder		29.79
23021 - Aircraft Mechanic I		27.11
23022 - Aircraft Mechanic II		29.58
23023 - Aircraft Mechanic III		30.66
23040 - Aircraft Mechanic Helper		21.89
23050 - Aircraft, Painter		24.18
23060 - Aircraft Servicer		23.97
23080 - Aircraft Worker		25.01
23110 - Appliance Mechanic		21.38

23120 - Bicycle Repairer	17.13
23125 - Cable Splicer	36.53
23130 - Carpenter, Maintenance	29.89
23140 - Carpet Layer	27.98
23160 - Electrician, Maintenance	37.18
23181 - Electronics Technician Maintenance I	24.19
23182 - Electronics Technician Maintenance II	29.17
23183 - Electronics Technician Maintenance III	31.14
23260 - Fabric Worker	28.00
23290 - Fire Alarm System Mechanic	21.67
23310 - Fire Extinguisher Repairer	22.51
23311 - Fuel Distribution System Mechanic	29.94
23312 - Fuel Distribution System Operator	27.20
23370 - General Maintenance Worker	24.67
23380 - Ground Support Equipment Mechanic	27.11
23381 - Ground Support Equipment Servicer	23.97
23382 - Ground Support Equipment Worker	25.01
23391 - Gunsmith I	22.51
23392 - Gunsmith II	25.12
23393 - Gunsmith III	27.25
23410 - Heating, Ventilation And Air-Conditioning Mechanic	26.97
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	28.93
23430 - Heavy Equipment Mechanic	26.10
23440 - Heavy Equipment Operator	34.38
23460 - Instrument Mechanic	30.86
23465 - Laboratory/Shelter Mechanic	26.21
23470 - Laborer	15.95
23510 - Locksmith	20.70
23530 - Machinery Maintenance Mechanic	23.95
23550 - Machinist, Maintenance	20.81
23580 - Maintenance Trades Helper	16.90
23591 - Metrology Technician I	30.86
23592 - Metrology Technician II	33.34
23593 - Metrology Technician III	34.56
23640 - Millwright	31.22
23710 - Office Appliance Repairer	22.95
23760 - Painter, Maintenance	25.47
23790 - Pipefitter, Maintenance	32.88
23810 - Plumber, Maintenance	32.93
23820 - Pneudraulic Systems Mechanic	27.25
23850 - Rigger	24.36
23870 - Scale Mechanic	25.12
23890 - Sheet-Metal Worker, Maintenance	30.55
23910 - Small Engine Mechanic	19.30
23931 - Telecommunications Mechanic I	30.91
23932 - Telecommunications Mechanic II	32.20
23950 - Telephone Lineman	32.90
23960 - Welder, Combination, Maintenance	23.02
23965 - Well Driller	24.89
23970 - Woodcraft Worker	25.89
23980 - Woodworker	19.50
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	13.87
24580 - Child Care Center Clerk	17.30
24610 - Chore Aide	12.67

24620 - Family Readiness And Support Services Coordinator	14.89
24630 - Homemaker	19.21
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	29.03
25040 - Sewage Plant Operator	27.01
25070 - Stationary Engineer	29.03
25190 - Ventilation Equipment Tender	23.71
25210 - Water Treatment Plant Operator	27.01
27000 - Protective Service Occupations	
27004 - Alarm Monitor	19.12
27007 - Baggage Inspector	17.98
27008 - Corrections Officer	30.97
27010 - Court Security Officer	30.66
27030 - Detection Dog Handler	20.36
27040 - Detention Officer	30.97
27070 - Firefighter	31.42
27101 - Guard I	17.98
27102 - Guard II	20.36
27131 - Police Officer I	32.37
27132 - Police Officer II	35.94
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	17.13
28042 - Carnival Equipment Repairer	17.97
28043 - Carnival Equipment Worker	14.67
28210 - Gate Attendant/Gate Tender	16.49
28310 - Lifeguard	13.13
28350 - Park Attendant (Aide)	18.46
28510 - Recreation Aide/Health Facility Attendant	18.95
28515 - Recreation Specialist	22.88
28630 - Sports Official	14.69
28690 - Swimming Pool Operator	20.98
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	29.90
29020 - Hatch Tender	29.90
29030 - Line Handler	29.90
29041 - Stevedore I	26.22
29042 - Stevedore II	32.85
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (see 2)	40.33
30011 - Air Traffic Control Specialist, Station (HFO) (see 2)	27.82
30012 - Air Traffic Control Specialist, Terminal (HFO) (see 2)	30.63
30021 - Archeological Technician I	19.69
30022 - Archeological Technician II	22.02
30023 - Archeological Technician III	27.27
30030 - Cartographic Technician	27.27
30040 - Civil Engineering Technician	25.21
30061 - Drafter/CAD Operator I	19.69
30062 - Drafter/CAD Operator II	22.02
30063 - Drafter/CAD Operator III	24.55
30064 - Drafter/CAD Operator IV	30.20
30081 - Engineering Technician I	19.98
30082 - Engineering Technician II	22.47
30083 - Engineering Technician III	25.28
30084 - Engineering Technician IV	31.22
30085 - Engineering Technician V	38.08
30086 - Engineering Technician VI	46.07

30090 - Environmental Technician	22.90
30210 - Laboratory Technician	21.67
30240 - Mathematical Technician	26.78
30361 - Paralegal/Legal Assistant I	23.36
30362 - Paralegal/Legal Assistant II	28.94
30363 - Paralegal/Legal Assistant III	35.39
30364 - Paralegal/Legal Assistant IV	42.84
30390 - Photo-Optics Technician	27.27
30461 - Technical Writer I	27.81
30462 - Technical Writer II	33.91
30463 - Technical Writer III	41.04
30491 - Unexploded Ordnance (UXO) Technician I	25.63
30492 - Unexploded Ordnance (UXO) Technician II	31.02
30493 - Unexploded Ordnance (UXO) Technician III	37.18
30494 - Unexploded (UXO) Safety Escort	25.63
30495 - Unexploded (UXO) Sweep Personnel	25.63
30620 - Weather Observer, Combined Upper Air Or Surface Programs	(see 2) 24.55
30621 - Weather Observer, Senior	(see 2) 27.27
31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	16.40
31030 - Bus Driver	19.89
31043 - Driver Courier	16.75
31260 - Parking and Lot Attendant	10.97
31290 - Shuttle Bus Driver	17.80
31310 - Taxi Driver	15.21
31361 - Truckdriver, Light	17.80
31362 - Truckdriver, Medium	18.87
31363 - Truckdriver, Heavy	24.52
31364 - Truckdriver, Tractor-Trailer	24.52
99000 - Miscellaneous Occupations	
99030 - Cashier	10.95
99050 - Desk Clerk	16.69
99095 - Embalmer	28.51
99251 - Laboratory Animal Caretaker I	16.32
99252 - Laboratory Animal Caretaker II	17.14
99310 - Mortician	34.64
99410 - Pest Controller	18.75
99510 - Photofinishing Worker	16.23
99710 - Recycling Laborer	19.78
99711 - Recycling Specialist	22.59
99730 - Refuse Collector	18.36
99810 - Sales Clerk	14.70
99820 - School Crossing Guard	15.07
99830 - Survey Party Chief	23.68
99831 - Surveying Aide	15.48
99832 - Surveying Technician	20.42
99840 - Vending Machine Attendant	19.20
99841 - Vending Machine Repairer	23.47
99842 - Vending Machine Repairer Helper	18.98

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ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$3.81 per hour or \$152.40 per week or \$660.40 per month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 5 years, 4 weeks after 10 years, and 5 weeks after 20 years.

Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year, New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4174)

THE OCCUPATIONS WHICH HAVE NUMBERED FOOTNOTES IN PARENTHESES RECEIVE THE FOLLOWING:

1) COMPUTER EMPLOYEES: Under the SCA at section 8(b), this wage determination does not apply to any employee who individually qualifies as a bona fide executive, administrative, or professional employee as defined in 29 C.F.R. Part 541. Because most Computer System Analysts and Computer Programmers who are compensated at a rate not less than \$27.63 (or on a salary or fee basis at a rate not less than \$455 per week) an hour would likely qualify as exempt computer professionals, (29 C.F.R. 541.400) wage rates may not be listed on this wage determination for all occupations within those job families. In addition, because this wage determination may not list a wage rate for some or all occupations within those job families if the survey data indicates that the prevailing wage rate for the occupation equals or exceeds \$27.63 per hour conformances may be necessary for certain nonexempt employees. For example, if an individual employee is nonexempt but nevertheless performs duties within the scope of one of the Computer Systems Analyst or Computer Programmer occupations for which this wage determination does not specify an SCA wage rate, then the wage rate for that employee must be conformed in accordance with the conformance procedures described in the conformance note included on this wage determination.

Additionally, because job titles vary widely and change quickly in the computer industry, job titles are not determinative of the application of the computer professional exemption. Therefore, the exemption applies only to computer employees who satisfy the compensation requirements and whose primary duty consists of:

(1) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;

(2) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;

(3) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or

(4) A combination of the aforementioned duties, the performance of which requires the same level of skills. (29 C.F.R. 541.400).

2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your

regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

**HAZARDOUS PAY DIFFERENTIAL:** An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives.

Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

#### **\*\* UNIFORM ALLOWANCE \*\***

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition, April 2006, unless otherwise indicated. Copies of the Directory are available on the Internet. A links to the Directory may be found on the WHD home page at <http://www.dol>.



gov/esa/whd/ or through the Wage Determinations On-Line (WDOL) Web site at <http://wdol.gov/>.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444 (SF 1444)}

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C) (vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour decision to the contractor.
- 6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the

wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.

WD 05-2383 (Rev.-14) was first posted on www.wdol.gov on 06/25/2013

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REGISTER OF WAGE DETERMINATIONS UNDER		U.S. DEPARTMENT OF LABOR
THE SERVICE CONTRACT ACT		EMPLOYMENT STANDARDS ADMINISTRATION
By direction of the Secretary of Labor		WAGE AND HOUR DIVISION
		WASHINGTON D.C. 20210

Diane C. Koplewski	Division of		Wage Determination No.: 2005-2383
Director	Wage Determinations		Revision No.: 14
			Date Of Revision: 06/19/2013

State: New York

Area: New York Counties of Broome, Cayuga, Chemung, Chenango, Cortland, Hamilton, Herkimer, Madison, Oneida, Onondaga, Oswego, Otsego, Tioga, Tompkins

\*\*Fringe Benefits Required Follow the Occupational Listing\*\*

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		12.91
01012 - Accounting Clerk II		14.49
01013 - Accounting Clerk III		17.66
01020 - Administrative Assistant		19.48
01040 - Court Reporter		18.96
01051 - Data Entry Operator I		11.55
01052 - Data Entry Operator II		12.77
01060 - Dispatcher, Motor Vehicle		15.33
01070 - Document Preparation Clerk		12.14
01090 - Duplicating Machine Operator		12.14
01111 - General Clerk I		11.53
01112 - General Clerk II		12.58
01113 - General Clerk III		14.12
01120 - Housing Referral Assistant		18.00
01141 - Messenger Courier		10.65
01191 - Order Clerk I		11.93
01192 - Order Clerk II		13.02
01261 - Personnel Assistant (Employment) I		13.96
01262 - Personnel Assistant (Employment) II		15.62
01263 - Personnel Assistant (Employment) III		17.25
01270 - Production Control Clerk		18.77
01280 - Receptionist		11.29
01290 - Rental Clerk		12.13
01300 - Scheduler, Maintenance		13.63
01311 - Secretary I		13.63
01312 - Secretary II		15.67
01313 - Secretary III		17.45
01320 - Service Order Dispatcher		12.29
01410 - Supply Technician		19.48
01420 - Survey Worker		14.47
01531 - Travel Clerk I		11.19
01532 - Travel Clerk II		12.07
01533 - Travel Clerk III		12.96
01611 - Word Processor I		12.29
01612 - Word Processor II		13.80

01613 - Word Processor III	15.43
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	23.28
05010 - Automotive Electrician	18.24
05040 - Automotive Glass Installer	17.63
05070 - Automotive Worker	17.63
05110 - Mobile Equipment Servicer	16.32
05130 - Motor Equipment Metal Mechanic	18.96
05160 - Motor Equipment Metal Worker	17.63
05190 - Motor Vehicle Mechanic	17.25
05220 - Motor Vehicle Mechanic Helper	15.63
05250 - Motor Vehicle Upholstery Worker	16.95
05280 - Motor Vehicle Wrecker	17.63
05310 - Painter, Automotive	18.24
05340 - Radiator Repair Specialist	17.63
05370 - Tire Repairer	14.34
05400 - Transmission Repair Specialist	18.96
07000 - Food Preparation And Service Occupations	
07010 - Baker	11.05
07041 - Cook I	10.78
07042 - Cook II	12.06
07070 - Dishwasher	8.91
07130 - Food Service Worker	9.34
07210 - Meat Cutter	16.17
07260 - Waiter/Waitress	9.99
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	18.28
09040 - Furniture Handler	13.59
09080 - Furniture Refinisher	18.28
09090 - Furniture Refinisher Helper	15.63
09110 - Furniture Repairer, Minor	16.95
09130 - Upholsterer	20.09
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	10.11
11060 - Elevator Operator	10.11
11090 - Gardener	14.37
11122 - Housekeeping Aide	11.12
11150 - Janitor	11.12
11210 - Laborer, Grounds Maintenance	12.34
11240 - Maid or Houseman	9.99
11260 - Pruner	17.78
11270 - Tractor Operator	14.53
11330 - Trail Maintenance Worker	12.34
11360 - Window Cleaner	12.77
12000 - Health Occupations	
12010 - Ambulance Driver	15.13
12011 - Breath Alcohol Technician	14.88
12012 - Certified Occupational Therapist Assistant	17.45
12015 - Certified Physical Therapist Assistant	17.79
12020 - Dental Assistant	15.13
12025 - Dental Hygienist	26.52
12030 - EKG Technician	24.38
12035 - Electroneurodiagnostic Technologist	24.38
12040 - Emergency Medical Technician	15.13
12071 - Licensed Practical Nurse I	13.30
12072 - Licensed Practical Nurse II	14.88
12073 - Licensed Practical Nurse III	16.60

12100 - Medical Assistant	12.44
12130 - Medical Laboratory Technician	18.73
12160 - Medical Record Clerk	13.27
12190 - Medical Record Technician	14.85
12195 - Medical Transcriptionist	15.34
12210 - Nuclear Medicine Technologist	31.04
12221 - Nursing Assistant I	9.40
12222 - Nursing Assistant II	10.57
12223 - Nursing Assistant III	11.54
12224 - Nursing Assistant IV	12.95
12235 - Optical Dispenser	20.61
12236 - Optical Technician	14.38
12250 - Pharmacy Technician	13.77
12280 - Phlebotomist	12.95
12305 - Radiologic Technologist	25.19
12311 - Registered Nurse I	21.73
12312 - Registered Nurse II	26.58
12313 - Registered Nurse II, Specialist	26.58
12314 - Registered Nurse III	32.15
12315 - Registered Nurse III, Anesthetist	32.15
12316 - Registered Nurse IV	38.54
12317 - Scheduler (Drug and Alcohol Testing)	18.44
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	18.42
13012 - Exhibits Specialist II	22.83
13013 - Exhibits Specialist III	27.93
13041 - Illustrator I	18.42
13042 - Illustrator II	22.83
13043 - Illustrator III	27.93
13047 - Librarian	25.28
13050 - Library Aide/Clerk	10.80
13054 - Library Information Technology Systems Administrator	22.83
13058 - Library Technician	12.68
13061 - Media Specialist I	16.47
13062 - Media Specialist II	18.42
13063 - Media Specialist III	20.55
13071 - Photographer I	15.46
13072 - Photographer II	17.29
13073 - Photographer III	21.43
13074 - Photographer IV	26.21
13075 - Photographer V	31.71
13110 - Video Teleconference Technician	17.17
14000 - Information Technology Occupations	
14041 - Computer Operator I	14.77
14042 - Computer Operator II	16.52
14043 - Computer Operator III	18.43
14044 - Computer Operator IV	23.63
14045 - Computer Operator V	(see 1)
14071 - Computer Programmer I	20.57
14072 - Computer Programmer II	24.53
14073 - Computer Programmer III	(see 1)
14074 - Computer Programmer IV	(see 1)
14101 - Computer Systems Analyst I	(see 1)
14102 - Computer Systems Analyst II	(see 1)
14103 - Computer Systems Analyst III	(see 1)
14150 - Peripheral Equipment Operator	14.77

14160 - Personal Computer Support Technician	24.05
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	27.87
15020 - Aircrew Training Devices Instructor (Rated)	34.05
15030 - Air Crew Training Devices Instructor (Pilot)	40.44
15050 - Computer Based Training Specialist / Instructor	27.87
15060 - Educational Technologist	27.22
15070 - Flight Instructor (Pilot)	40.44
15080 - Graphic Artist	22.64
15090 - Technical Instructor	19.66
15095 - Technical Instructor/Course Developer	24.06
15110 - Test Proctor	15.87
15120 - Tutor	15.87
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	8.54
16030 - Counter Attendant	8.54
16040 - Dry Cleaner	9.91
16070 - Finisher, Flatwork, Machine	8.63
16090 - Presser, Hand	8.63
16110 - Presser, Machine, Drycleaning	8.63
16130 - Presser, Machine, Shirts	8.63
16160 - Presser, Machine, Wearing Apparel, Laundry	8.63
16190 - Sewing Machine Operator	10.50
16220 - Tailor	11.09
16250 - Washer, Machine	8.96
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	20.84
19040 - Tool And Die Maker	21.55
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	14.75
21030 - Material Coordinator	18.77
21040 - Material Expediter	18.77
21050 - Material Handling Laborer	13.66
21071 - Order Filler	10.41
21080 - Production Line Worker (Food Processing)	14.75
21110 - Shipping Packer	13.30
21130 - Shipping/Receiving Clerk	13.30
21140 - Store Worker I	13.30
21150 - Stock Clerk	17.62
21210 - Tools And Parts Attendant	14.75
21410 - Warehouse Specialist	14.75
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	25.82
23021 - Aircraft Mechanic I	24.88
23022 - Aircraft Mechanic II	25.82
23023 - Aircraft Mechanic III	26.88
23040 - Aircraft Mechanic Helper	19.11
23050 - Aircraft, Painter	22.56
23060 - Aircraft Servicer	21.64
23080 - Aircraft Worker	22.46
23110 - Appliance Mechanic	18.24
23120 - Bicycle Repairer	14.34
23125 - Cable Splicer	29.40
23130 - Carpenter, Maintenance	19.98
23140 - Carpet Layer	19.67
23160 - Electrician, Maintenance	23.73
23181 - Electronics Technician Maintenance I	21.84

23182 - Electronics Technician Maintenance II	23.49
23183 - Electronics Technician Maintenance III	24.58
23260 - Fabric Worker	18.65
23290 - Fire Alarm System Mechanic	20.85
23310 - Fire Extinguisher Repairer	17.73
23311 - Fuel Distribution System Mechanic	28.12
23312 - Fuel Distribution System Operator	23.24
23370 - General Maintenance Worker	16.05
23380 - Ground Support Equipment Mechanic	24.88
23381 - Ground Support Equipment Servicer	20.62
23382 - Ground Support Equipment Worker	21.69
23391 - Gunsmith I	17.73
23392 - Gunsmith II	19.83
23393 - Gunsmith III	21.23
23410 - Heating, Ventilation And Air-Conditioning Mechanic	19.43
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	20.16
23430 - Heavy Equipment Mechanic	19.24
23440 - Heavy Equipment Operator	24.79
23460 - Instrument Mechanic	21.23
23465 - Laboratory/Shelter Mechanic	20.57
23470 - Laborer	11.58
23510 - Locksmith	20.37
23530 - Machinery Maintenance Mechanic	20.06
23550 - Machinist, Maintenance	17.18
23580 - Maintenance Trades Helper	15.63
23591 - Metrology Technician I	21.23
23592 - Metrology Technician II	22.08
23593 - Metrology Technician III	22.84
23640 - Millwright	20.70
23710 - Office Appliance Repairer	20.09
23760 - Painter, Maintenance	18.10
23790 - Pipefitter, Maintenance	27.88
23810 - Plumber, Maintenance	21.26
23820 - Pneudraulic Systems Mechanic	21.23
23850 - Rigger	21.23
23870 - Scale Mechanic	20.82
23890 - Sheet-Metal Worker, Maintenance	20.85
23910 - Small Engine Mechanic	19.26
23931 - Telecommunications Mechanic I	25.96
23932 - Telecommunications Mechanic II	26.86
23950 - Telephone Lineman	25.89
23960 - Welder, Combination, Maintenance	18.96
23965 - Well Driller	21.23
23970 - Woodcraft Worker	21.23
23980 - Woodworker	16.32
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	9.84
24580 - Child Care Center Clerk	12.27
24610 - Chore Aide	9.75
24620 - Family Readiness And Support Services Coordinator	14.52
24630 - Homemaker	13.64
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	24.39
25040 - Sewage Plant Operator	18.54

25070 - Stationary Engineer	24.39
25190 - Ventilation Equipment Tender	18.72
25210 - Water Treatment Plant Operator	18.28
27000 - Protective Service Occupations	
27004 - Alarm Monitor	16.51
27007 - Baggage Inspector	13.35
27008 - Corrections Officer	21.94
27010 - Court Security Officer	21.74
27030 - Detection Dog Handler	16.29
27040 - Detention Officer	21.94
27070 - Firefighter	23.44
27101 - Guard I	13.35
27102 - Guard II	16.29
27131 - Police Officer I	22.40
27132 - Police Officer II	24.88
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	11.05
28042 - Carnival Equipment Repairer	11.40
28043 - Carnival Equipment Worker	8.99
28210 - Gate Attendant/Gate Tender	13.80
28310 - Lifeguard	11.01
28350 - Park Attendant (Aide)	15.44
28510 - Recreation Aide/Health Facility Attendant	11.27
28515 - Recreation Specialist	19.13
28630 - Sports Official	12.29
28690 - Swimming Pool Operator	18.62
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	24.08
29020 - Hatch Tender	24.08
29030 - Line Handler	24.08
29041 - Stevedore I	21.05
29042 - Stevedore II	24.98
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (see 2)	35.77
30011 - Air Traffic Control Specialist, Station (HFO) (see 2)	24.66
30012 - Air Traffic Control Specialist, Terminal (HFO) (see 2)	27.16
30021 - Archeological Technician I	15.31
30022 - Archeological Technician II	17.07
30023 - Archeological Technician III	21.22
30030 - Cartographic Technician	23.74
30040 - Civil Engineering Technician	21.56
30061 - Drafter/CAD Operator I	16.43
30062 - Drafter/CAD Operator II	19.13
30063 - Drafter/CAD Operator III	21.29
30064 - Drafter/CAD Operator IV	25.23
30081 - Engineering Technician I	14.27
30082 - Engineering Technician II	16.02
30083 - Engineering Technician III	18.70
30084 - Engineering Technician IV	22.20
30085 - Engineering Technician V	27.16
30086 - Engineering Technician VI	32.86
30090 - Environmental Technician	19.67
30210 - Laboratory Technician	18.00
30240 - Mathematical Technician	23.49
30361 - Paralegal/Legal Assistant I	17.28
30362 - Paralegal/Legal Assistant II	21.92
30363 - Paralegal/Legal Assistant III	26.81



30364 - Paralegal/Legal Assistant IV	32.44
30390 - Photo-Optics Technician	23.49
30461 - Technical Writer I	21.13
30462 - Technical Writer II	25.85
30463 - Technical Writer III	31.27
30491 - Unexploded Ordnance (UXO) Technician I	22.74
30492 - Unexploded Ordnance (UXO) Technician II	27.51
30493 - Unexploded Ordnance (UXO) Technician III	32.97
30494 - Unexploded (UXO) Safety Escort	22.74
30495 - Unexploded (UXO) Sweep Personnel	22.74
30620 - Weather Observer, Combined Upper Air Or Surface Programs	(see 2) 21.29
30621 - Weather Observer, Senior	(see 2) 22.77
31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	10.64
31030 - Bus Driver	14.20
31043 - Driver Courier	12.21
31260 - Parking and Lot Attendant	9.46
31290 - Shuttle Bus Driver	13.14
31310 - Taxi Driver	10.00
31361 - Truckdriver, Light	13.14
31362 - Truckdriver, Medium	17.61
31363 - Truckdriver, Heavy	17.68
31364 - Truckdriver, Tractor-Trailer	17.68
99000 - Miscellaneous Occupations	
99030 - Cashier	9.10
99050 - Desk Clerk	10.17
99095 - Embalmer	26.64
99251 - Laboratory Animal Caretaker I	10.66
99252 - Laboratory Animal Caretaker II	11.47
99310 - Mortician	27.29
99410 - Pest Controller	15.84
99510 - Photofinishing Worker	11.97
99710 - Recycling Laborer	14.91
99711 - Recycling Specialist	17.56
99730 - Refuse Collector	13.58
99810 - Sales Clerk	11.34
99820 - School Crossing Guard	9.90
99830 - Survey Party Chief	20.03
99831 - Surveying Aide	12.59
99832 - Surveying Technician	17.23
99840 - Vending Machine Attendant	14.59
99841 - Vending Machine Repairer	16.15
99842 - Vending Machine Repairer Helper	14.59

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ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$3.81 per hour or \$152.40 per week or \$660.40 per month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 8 years, 4 weeks after 15 years, and 5 weeks after 25 years.

Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of eleven paid holidays per year: New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

THE OCCUPATIONS WHICH HAVE NUMBERED FOOTNOTES IN PARENTHESES RECEIVE THE FOLLOWING:

1) COMPUTER EMPLOYEES: Under the SCA at section 8(b), this wage determination does not apply to any employee who individually qualifies as a bona fide executive, administrative, or professional employee as defined in 29 C.F.R. Part 541. Because most Computer System Analysts and Computer Programmers who are compensated at a rate not less than \$27.63 (or on a salary or fee basis at a rate not less than \$455 per week) an hour would likely qualify as exempt computer professionals, (29 C.F.R. 541.400) wage rates may not be listed on this wage determination for all occupations within those job families. In addition, because this wage determination may not list a wage rate for some or all occupations within those job families if the survey data indicates that the prevailing wage rate for the occupation equals or exceeds \$27.63 per hour conformances may be necessary for certain nonexempt employees. For example, if an individual employee is nonexempt but nevertheless performs duties within the scope of one of the Computer Systems Analyst or Computer Programmer occupations for which this wage determination does not specify an SCA wage rate, then the wage rate for that employee must be conformed in accordance with the conformance procedures described in the conformance note included on this wage determination.

Additionally, because job titles vary widely and change quickly in the computer industry, job titles are not determinative of the application of the computer professional exemption. Therefore, the exemption applies only to computer employees who satisfy the compensation requirements and whose primary duty consists of:

- (1) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;
- (2) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;
- (3) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or
- (4) A combination of the aforementioned duties, the performance of which requires the same level of skills. (29 C.F.R. 541.400).

2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives.

Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

**\*\* UNIFORM ALLOWANCE \*\***

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition, April 2006, unless otherwise indicated. Copies of the Directory are available on the Internet. A links to the Directory may be found on the WHD home page at <http://www.dol.gov/esa/whd/> or through the Wage Determinations On-Line (WDOL) Web site at <http://wdol.gov/>.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444 (SF 1444)}

## Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C) (vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b) (2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour decision to the contractor.
- 6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.



**Administrative Services Contract  
Solicitation No. GS-02P-14-PV-P-0002  
Price Schedule (Base Year)  
\*FOR EVALUATION PURPOSES ONLY\***

Title	Location	Start Date/ Expiration Date	Vacation	GSA Hourly Rate	Fringe (Includes vacation and holidays)	Taxes	Overhead	Profit	Total Bill Rate	Annual Hours	Annual Total	Overtime Rate
Word Processor II	201 Varick Street	3/19/2008 / 1/31/2014	<div style="text-align: center; font-size: 100px; color: red;">           (b) (4)         </div>									
Secretary II	26 Federal Plaza	11/25/2002 / 1/31/2014										
Computer Operator I	26 Federal Plaza	2/7/2006 / 1/31/2014										
Secretary II	26 Federal Plaza	3/21/2006 / 1/31/2014										
General Clerk II	26 Federal Plaza	8/24/2009 / 1/31/2014										
Administrative Assistant	26 Federal Plaza	2/22/2010 / 1/31/2014										
Word Processor II	26 Federal Plaza	7/26/2010 / 1/31/2014										
Word Processor II	290 Broadway	5/10/2010 / 1/31/2014										
Word Processor I	290 Broadway	4/10/2013 / 1/31/2014										

**Administrative Services Contract  
Solicitation No. GS-02P-14-PV-P-0002  
Price Schedule (Base Year)  
\*FOR EVALUATION PURPOSES ONLY\***

Title	Location	Start Date/ Expiration Date	Vacation	GSA Hourly Rate	Fringe (Includes vacation and holidays)	Taxes	Overhead	Profit	Total Bill Rate	Annual Hours	Annual Total	Overtime Rate
Secretary Level II	Albany	7/8/2011 / 4/30/2014	(b) (4)									
Secretary II	Brooklyn	9/6/2000 / 1/31/2014										
Acquisition Specialist	Brooklyn	8/18/2011 / 1/31/2014										
Word Processor II	Brooklyn	3/28/2012 / 1/31/2014										
Secretary Level II	Buffalo	9/1/2013 / 1/31/2014										
Secretary Level I	Champlain	4/1/2013 / 1/31/2014										
Receptionist	Long Island	4/2/2012 / 1/31/2014										
Secretary Level II	NJ	4/8/2013 / 1/31/2014										
Secretary Level II	Syracuse	3/19/2012 / 7/31/2014										

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>				1. Contract ID Code		Page of Pages 1 6	
2. AMENDMENT MODIFICATION NO. PS03		3. EFFECTIVE DATE MAY 21, 2014		4. REQUISITION/PURCHASE REQ. NO. 2PG-14-0004		5. PROJECT NO. (if applicable)	
6. ISSUED BY MANHATTAN ACQUISITION UNIT GSA, PUBLIC BUILDING SERVICES (2PSAM) 26 FEDERAL PLAZA, RM 3132 NEW YORK NY 10278				7. ADMINISTERED BY (If other than item 6) See Block 6			
8. NAME AND ADDRESS OF CONTRACTOR (NO., Street, Country, State and ZIP Code) FORUM PERSONNEL, INC. (b) (4) DUNS: 076854116 Cage Code: (b) (4)				(x)		9A. AMENDMENT OF SOLICITATION NO.	
				(x)		9B. DATED (SEE ITEM 11)	
				X		10A. MODIFICATION OF CONTRACT/ORDER NO. GS-07F-9393S/GS-02P-14-PV-A-0006/GS-P-02-14-PV-5003	
				X		10B. DATED (SEE ITEM 13) JAN 23, 2014	
CODE (b) (4)		FACILITY CODE					
<b>11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS</b>							
<input type="checkbox"/> The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of offers <input type="checkbox"/> is extended, <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 8 and 15, and returning _____ copies of amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OR OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment your desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required)						Modification Amount: \$0.00 Modification Obligated Amount: \$0.00	
See Schedule							
<b>13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.</b>							
Check One	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.						
X	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).						
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: 43.103 (a)(1)						
X	D. OTHER (Specify type of modification and authority)						
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input checked="" type="checkbox"/> is required to sign this document and return <u>1</u> copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible) This Modification No. PS03 is being issued to provide paid sick leave for up to five days for those titles within the New York five boroughs in accordance with the new Paid Sick Leave Law of NYC. The hourly rates listed have been updated to reflect the increase for paid sick leave.  The sick leave accrual will be ...See Continuation Page							
Except as provided herein, all terms and conditions of the document referenced in item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print) (b) (6)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Lawrence Eng, Contract Specialist 212-577-7902 lawrence.eng@gsa.gov			
15B. CONTRACTOR/OFFEROR (b) (6) (Signature of person authorized to sign)		15C. DATE SIGNED 05/29/14		16B. UNITED STATES OF AMERICA (b) (6) (Signature of Contracting Officer)		16C. DATE SIGNED MAY 29, 2014	



Continuation Page

Continued from Block 14...

begin on April 1, 2014. Sick leave will be available for use starting July 1, 2014. For all new employees the accrual for sick leave will begin on the first day of employment and may be used 120 days after the first day of employment.

The value of the contract will remain the same.

**SCHEDULE Continued**

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE \$	AMOUNT \$
0022	<p>(New Line Item) Word Processor II Regionwide Administrative Support Services contract - 201 Varick Street, New York, NY</p> <p>New York City's Earned Sick Time Act (Paid Sick Leave Law), effective April 1, 2014.</p> <p>Accounting and Appropriation Data: PJ4BA027.2014.192X.02.PG61.P0221100.H03.PGA91.</p> <p>(b) (4)</p> <p>Period of Performance: 02/01/2014 to 01/31/2015</p>				(b) (4)
0023	<p>(New Line Item) Secretary II Regionwide Administrative Support Services contract - 26 Federal Plaza, Smartcard Office, New York, NY</p> <p>New York City's Earned Sick Time Act (Paid Sick Leave Law), effective April 1, 2014.</p> <p>Accounting and Appropriation Data: .2014.192X.02.PG61.P0220400.H03.PGA91. . . .</p> <p>(b) (4)</p> <p>Period of Performance: 02/01/2014 to 01/31/2015</p>				(b) (4)
0024	<p>(New Line Item) Word Processor II Regionwide Administrative Support Services contract - 26 Federal Plaza, Smartcard Office, New York, NY</p> <p>New York City's Earned Sick Time Act (Paid Sick Leave Law), effective April 1, 2014.</p> <p>Accounting and Appropriation Data: .2014.192X.02.PG61.P0220400.H03.PGA91. . . .</p> <p>(b) (4)</p> <p>Period of Performance: 02/01/2014 to 01/31/2015</p>				(b) (4)
0025	<p>(New Line Item) Secretary II Regionwide Administrative Support Services contract - 26 Federal Plaza, Regional Commissioner's office, New York, NY</p> <p>New York City's Earned Sick Time Act (Paid Sick Leave Law), effective April 1, 2014.</p> <p>Accounting and Appropriation Data: .2014.192X.02.PG61.P0210001.H03.PGA91. . . .</p> <p>(b) (4)</p> <p>Period of Performance: 02/01/2014 to 01/31/2015</p>				(b) (4)
0026	<p>(New Line Item) General Clerk II Regionwide Administrative Support Services contract - 26 Federal Plaza, New York, NY</p> <p>New York City's Earned Sick Time Act (Paid Sick Leave Law), effective April 1, 2014.</p>				(b) (4)

**SCHEDULE Continued**

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE \$	AMOUNT \$
0027	<p>Accounting and Appropriation Data:  .2014.192X.02.PG61.P0225100.H03.PGA91. . . .  (b) (4)  Period of Performance: 02/01/2014 to 01/31/2015  (New Line Item)  Administrative Assistant  Regionwide Administrative Support Services contract -  26 Federal Plaza, New York, NY</p> <p>New York City's Earned Sick Time Act (Paid Sick Leave Law), effective April 1, 2014.</p>				
0028	<p>Accounting and Appropriation Data:  .2014.192X.02.PG61.P0225100.H03.PGA91. . . .  (b) (4)  Period of Performance: 02/01/2014 to 01/31/2015  (New Line Item)  Word Processor II  Regionwide Administrative Support Services contract -  26 Federal Plaza, New York, NY</p> <p>New York City's Earned Sick Time Act (Paid Sick Leave Law), effective April 1, 2014.</p>				
0029	<p>Accounting and Appropriation Data:  .2014.192X.02.PG61.P0225100.H03.PGA91. . . .  (b) (4)  Period of Performance: 02/01/2014 to 01/31/2015  (New Line Item)  Word Processor II  Regionwide Administrative Support Services contract - 1  Bowling Green, New York, NY</p> <p>New York City's Earned Sick Time Act (Paid Sick Leave Law), effective April 1, 2014.</p>				
0030	<p>Accounting and Appropriation Data:  .2014.192X.02.PG61.P0225200.H03.PGA91. . . .  (b) (4)  Period of Performance: 02/01/2014 to 01/31/2015  (New Line Item)  Word Processor I  Regionwide Administrative Support Services contract -  290 Broadway, New York, NY</p> <p>New York City's Earned Sick Time Act (Paid Sick Leave Law), effective April 1, 2014.</p>				
0031	<p>Accounting and Appropriation Data:  .2014.192X.02.PG61.P0225200.H03.PGA91. . . .  (b) (4)  Period of Performance: 02/01/2014 to 01/31/2015  (New Line Item)  Secretary Level II</p>				

**SCHEDULE Continued**

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE \$	AMOUNT \$
0032	Regionwide Administrative Support Services contract - Albany, NY  Period of Performance: 02/01/2014 to 01/31/2015 (New Line Item) Secretary II Regionwide Administrative Support Services contract - Brooklyn, NY  New York City's Earned Sick Time Act (Paid Sick Leave Law), effective April 1, 2014.  Accounting and Appropriation Data: .2014.192X.02.PG61.P0225300.H03.PGA91. . . . (b) (4) Period of Performance: 02/01/2014 to 01/31/2015 (New Line Item) Acquisition Specialist				
0033	Regionwide Administrative Support Services contract - Brooklyn, NY  New York City's Earned Sick Time Act (Paid Sick Leave Law), effective April 1, 2014.  Accounting and Appropriation Data: .2014.192X.02.PG61.P02Q0001.H03.PGA91. . . . (b) (4) Period of Performance: 02/01/2014 to 01/31/2015 (New Line Item) Word Processor II				
0034	Regionwide Administrative Support Services contract - Brooklyn, NY  New York City's Earned Sick Time Act (Paid Sick Leave Law), effective April 1, 2014.  Accounting and Appropriation Data: .2014.192X.02.PG61.P0225300.H03.PGA91. . . . (b) (4) Period of Performance: 02/01/2014 to 01/31/2015 (New Line Item) Secretary Level II and/or Receptionist				
0035	Regionwide Administrative Support Services contract - Buffalo, NY  Period of Performance: 02/01/2014 to 01/31/2015 (New Line Item) Secretary Level I				
0036	Regionwide Administrative Support Services contract - Champlain, NY  Period of Performance: 02/01/2014 to 01/31/2015 (New Line Item) Receptionist				
0037	Regionwide Administrative Support Services contract - Long Island, NY				

**SCHEDULE Continued**

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE \$	AMOUNT \$
0038	<p>Accounting and Appropriation Data:  .2014.192X.02.PG61.P0225300.J28.PGA91. . . .  (b) (4)  Period of Performance: 02/01/2014 to 01/31/2015  (New Line Item)  Secretary Level II  Regionwide Administrative Support Services contract -  New Jersey</p>			(b) (4)	
0039	<p>Period of Performance: 02/01/2014 to 01/31/2015  (New Line Item)  Secretary Level II  Regionwide Administrative Support Services contract -  Syracuse, NY</p>			(b) (4)	
0040	<p>Period of Performance: 02/01/2014 to 01/31/2015  (New Line Item)  Secretary II  Regionwide Administrative Support Services contract -  Syracuse, NY</p>			(b) (4)	
0041	<p>Period of Performance: 02/01/2014 to 01/31/2015  (New Line Item)  Secretary II  Regionwide Administrative Support Services contract -  26 Federal Plaza, Manhattan Service Center, New York,  NY</p>			(b) (4)	
0042	<p>New York City's Earned Sick Time Act (Paid Sick Leave  Law), effective April 1, 2014.</p> <p>Accounting and Appropriation Data:  .2014.192X.02.PG61.P0220400.H03.PGA91. . . .  (b) (4)  Period of Performance: 02/01/2014 to 01/31/2015  (New Line Item)  Secretary II  Regionwide Administrative Support Services contract -  Caribbean Service Center, Halo Rey, PR</p>			(b) (4)	
	<p>Accounting and Appropriation Data:  .2014.192X.02.PG61.P0225600.H03.PGA91. . . .  (b) (4)  Period of Performance: 02/01/2014 to 01/31/2015</p>				



Administrative Services Contract  
Solicitation No. GS-02P-14-PV-P-0002  
Price Schedule (Base Year)  
\*FOR EVALUATION PURPOSES ONLY\*

Title	Location	Start Date/ Expiration Date	Vacation	GSA Hourly Rate	Fringe (Includes vacation and holidays)	Taxes	Overhead	Profit	Total Bill Rate	Annual Hours	Annual Total	Overtime Rate
Secretary Level II	Syracuse	4/3/2013 / 7/31/2014	(b) (4)									

Schedule 736 TEMPORARY ADMINISTRATIVE AND PROFESSIONAL STAFFING (TAPS)  
Category 1 ADMINISTRATIVE SUPPORT AND CLERICAL OCCUPATIONS

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>				1 Contract ID Code		Page of Pages 1 3	
2. AMENDMENT MODIFICATION NO PS02		3 EFFECTIVE DATE APR 22, 2014		4 REQUISITION/PURCHASE REQ NO 2PG 14-5001		5 PROJECT NO. (if applicable)	
6. ISSUED BY MANHATTAN ACQUISITION UNIT GSA, PUBLIC BUILDING SERVICES (2PSAM) 26 FEDERAL PLAZA RM 3132 NEW YORK NY 10278				7 ADMINISTERED BY (if other than item 6) See Block 6		CODE	
8. NAME AND ADDRESS OF CONTRACTOR (NO. Street, Country, State and ZIP Code) FORUM PERSONNEL, INC. (b) (4) DUNS: 076854116 Cage Code: (b) (4)				(x)		9A AMENDMENT OF SOLICITATION NO.	
						9B DATED (SEE ITEM 11)	
						10A MODIFICATION OF CONTRACT/ORDER NO. GS-07-9393S/GS-02P-14-PV-A-0006/GS-P-02-14-PV-5003	
CODE (b) (4)				FACILITY CODE		10B DATED (SEE ITEM 13) JAN 23, 2014	
<b>11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS</b> <input type="checkbox"/> The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of offers <input type="checkbox"/> is extended, <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 8 and 15, and returning _____ copies of amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment your desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (if required) See Schedule						Modification Amount: (b) (4) Modification Obligated Amount: (b) (4)	
<b>13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.</b>							
Check One	A THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A						
	B THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b)						
X	C THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF 43.103 (a)(1)						
	D OTHER (Specify type of modification and authority)						
E. IMPORTANT Contractor is not <input checked="" type="checkbox"/> is required to sign this document and return <u>1</u> copies to the issuing office.							
<b>14. DESCRIPTION OF AMENDMENT/MODIFICATION</b> (Organized by UCF section headings including solicitation/contract subject matter where feasible) This Modification No. PS02 is being issued to provide two Secretary Level II, one to Manhattan Service center located at 26 Federal Plaza and the other to 150 Carlos E Chardon Street, Hato Rey, Puerto Rico.							
The value of this modification is (b) (4) The total contract price is increased from (b) (4) to . See Continuation Page							
Except as provided herein, all terms and conditions of the document referenced in item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print) (b) (6)				16A NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Lawrence Eng, Contract Specialist 212 577 7902 lawrence.eng@gsa.gov			
15B. CONTRACTOR/OFFEROR (b) (6) (Signature of person authorized to sign)				15C. DATE SIGNED 04/29/14		16B UNITED STATES OF AMERICA (b) (6)	
						16C. DATE SIGNED 4/29/14	

Continuation Page

Continued from Block 14...

(b) (4)



**SCHEDULE Continued**

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE \$	AMOUNT \$
	(New Line Item) Secretary II - 26 Federal Plaza, New York STRAIGHT TIME				
0020A	Regionwide Administrative Support Services Contract - GSA's Manhattan Service Center - 26 Federal Plaza - New York, NY 10278	(b) (4)			
	Accounting and Appropriation Data: PJ4BA0274.2014 192X.02 PG61 P0220400.H03.PGA91				
	(b) (4)				
	(New Line Item) Secretary II - 26 Federal Plaza, New York OVERTIME				
0020B	Regionwide Administrative Support Services Contract - Manhattan Service Center - 26 Federal Plaza, New York, NY 10278	(b) (4)			
	Accounting and Appropriation Data: PJ4BA0274.2014 192X.02 PG61 P0220400.H03.PGA91				
	(b) (4)				
	(New Line Item) Secretary II - Caribbean STRAIGHT TIME				
0021A	Regionwide Administrative Support Services Contract - 150 Carlos E Chardon Street, Hato Rey, Puerto Rico	(b) (4)			
	Accounting and Appropriation Data: PJ4BA0274.2014 192X.02 PG61 P0225600.H03.PGA91				
	(b) (4)				
	(New Line Item) Secretary II - Caribbean OVERTIME				
0021B	Regionwide Administrative Support Services Contract - Caribbean Service Center - 150 Carlos E Chardon Street Hato Rey Puerto Rico	(b) (4)			
	Accounting and Appropriation Data: PJ4BA0274.2014 192X.02 PG61 P0225600.H03.PGA91				
	(b) (4)				